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INSTRUCTIONS
FOR CARE AND USE OF THE
HOOVER
SUCTION
SWEEPER

THE HOOVER SUCTION SWEEPER CO.
NEW BERLIN, OHIO

PREFACE

WE supply this booklet to the users of the Hoover Suction Sweeper not because it is necessary to teach anyone how to use a Hoover, but because we believe that with our experience in the use and care of the Sweeper we can show our patrons how to get the maximum efficiency and satisfaction with the least effort.

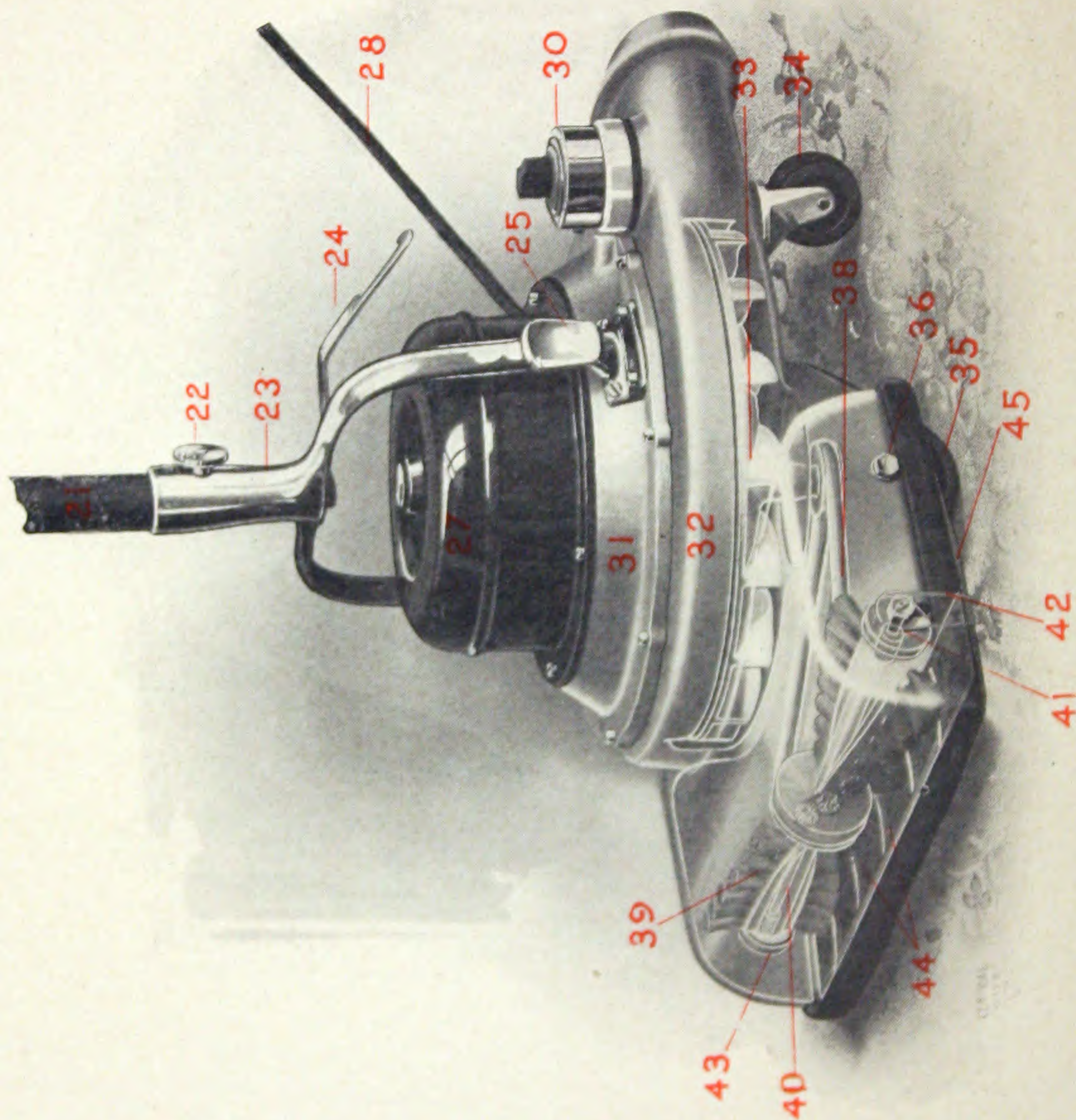
This booklet will also tell how you can with the least effort keep the Sweeper in the best possible condition so that it will last for years and always be ready to do its work.

If you will READ THIS BOOK THROUGH CAREFULLY BEFORE USING THE SWEEPER FOR THE FIRST TIME and will always follow instructions we know that you will have little or no trouble now or in years to come.

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THE HOOVER SUCTION SWEEPER CO.

104 91-133357 TCF



LIST OF PARTS

21	Handle	29	Plug connection on end of cord	38	Brush Belt
22	Binding Nut and Bolt	30	Switch	39	Brush
23	Handle Fork	31	Motor supporting ring	40	Brush Shaft
24	Tilting Fulcrum	32	Drum or frame	41	Brush Bearings
25	Handle Bracket, left hand	33	Suction Fan	42	Brush Supports
26	Handle Bracket, right hand	34	Castors	43	Thread Guards
27	Motor	35	Carrier Wheels	44	Brush Guard
28	Electric Cord	36	Carrier Wheel Bearings	45	Furniture Guard
		37	Hand Hole Cover	46	Inner Bag
				47	Outer Bag

GENERAL

THIS Sweeper has been thoroughly tested before being shipped, and is properly adjusted so that it is ready for operation.

Before starting Sweeper be sure that your current is the same as that indicated on name plate of motor. If Direct Current see that Voltage is approximately the same, and if Alternating Current see that Voltage is approximately the same, and that the cycles per second are the same. If you do not already know this, the Electric Company furnishing the current will give you this information.

If your machine is an Alternating Current Machine you may notice a slight scraping noise when the motor first starts up; this does not indicate trouble, but shows that the automatic starting device is operating properly.

These motors are the best we can buy, and if kept clean and well lubricated they should last a life time (barring accident).

Accidents, however, might happen that would necessitate repairs being made, in which case first consult the Agent or your Electric Dealer, and if they are unable to adjust same, the machine may be returned to our factory for such attention as it may need. You are assured that only a very reasonable charge will be made.

If you burn out a fuse, do not blame the Sweeper but call your Lighting Company and have them furnish a six (6) ampere fuse, which should have been furnished instead of lighter fuses when your house was wired. The Sweeper will start and operate on a six (6) ampere fuse.

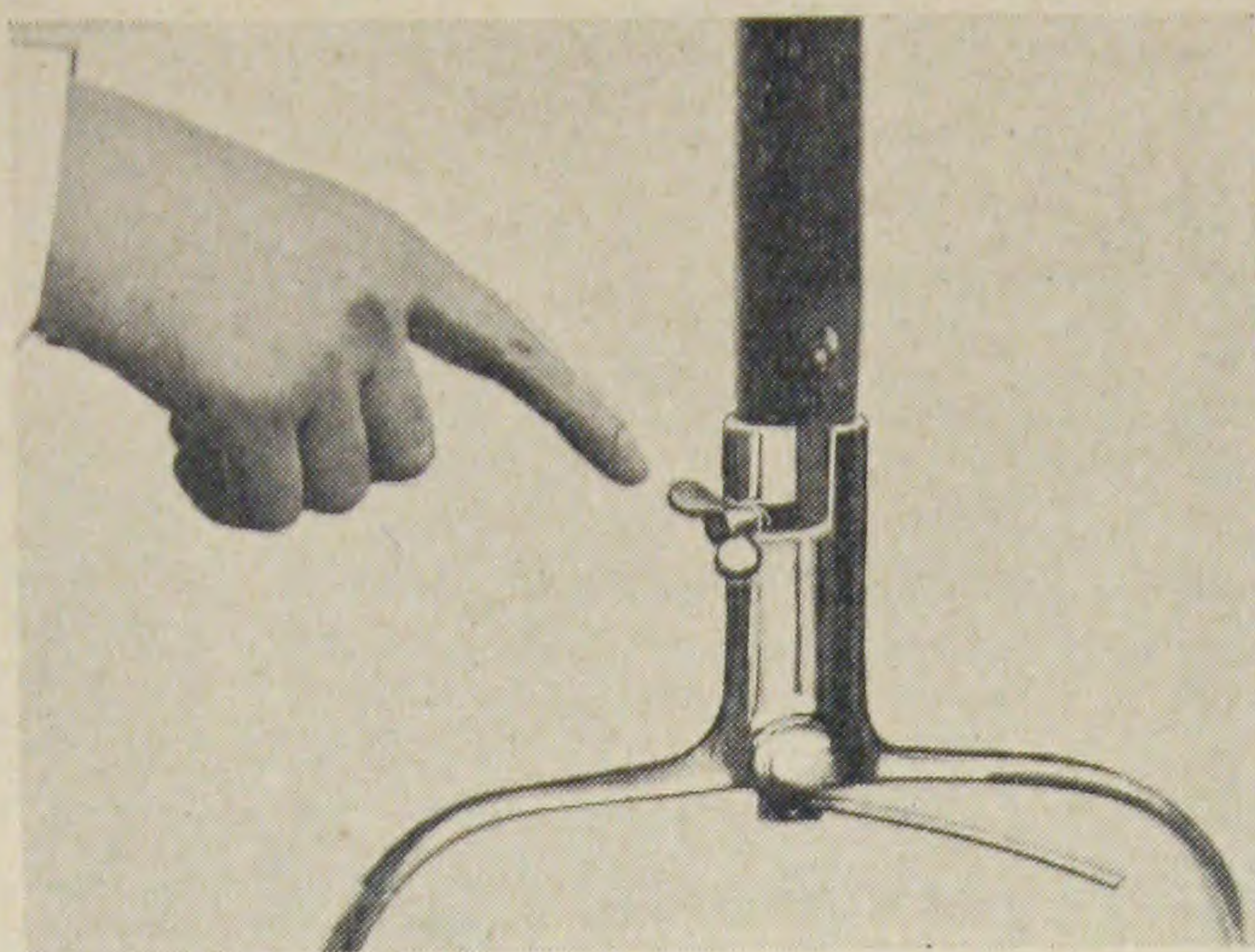


Fig. 1

Putting in Handle To put handle in sweeper insert the tapered end in socket so that screw with thumb nut is in "L" slot, in position indicated in cut (Fig. 1). Tighten thumb nut to hold handle firmly in socket.

Putting on Bags Two bags are furnished. A small bag, of coarse texture, to catch the heavy dirt, and a large bag, of fine texture, to catch the fine dirt. Place the small bag inside the large bag so that open ends are even, as shown in cut (Fig. 2), then slip loop on rear end over handle of sweeper. In putting bag on the sweeper the most convenient way is to put underside of bag on first, as shown in cut

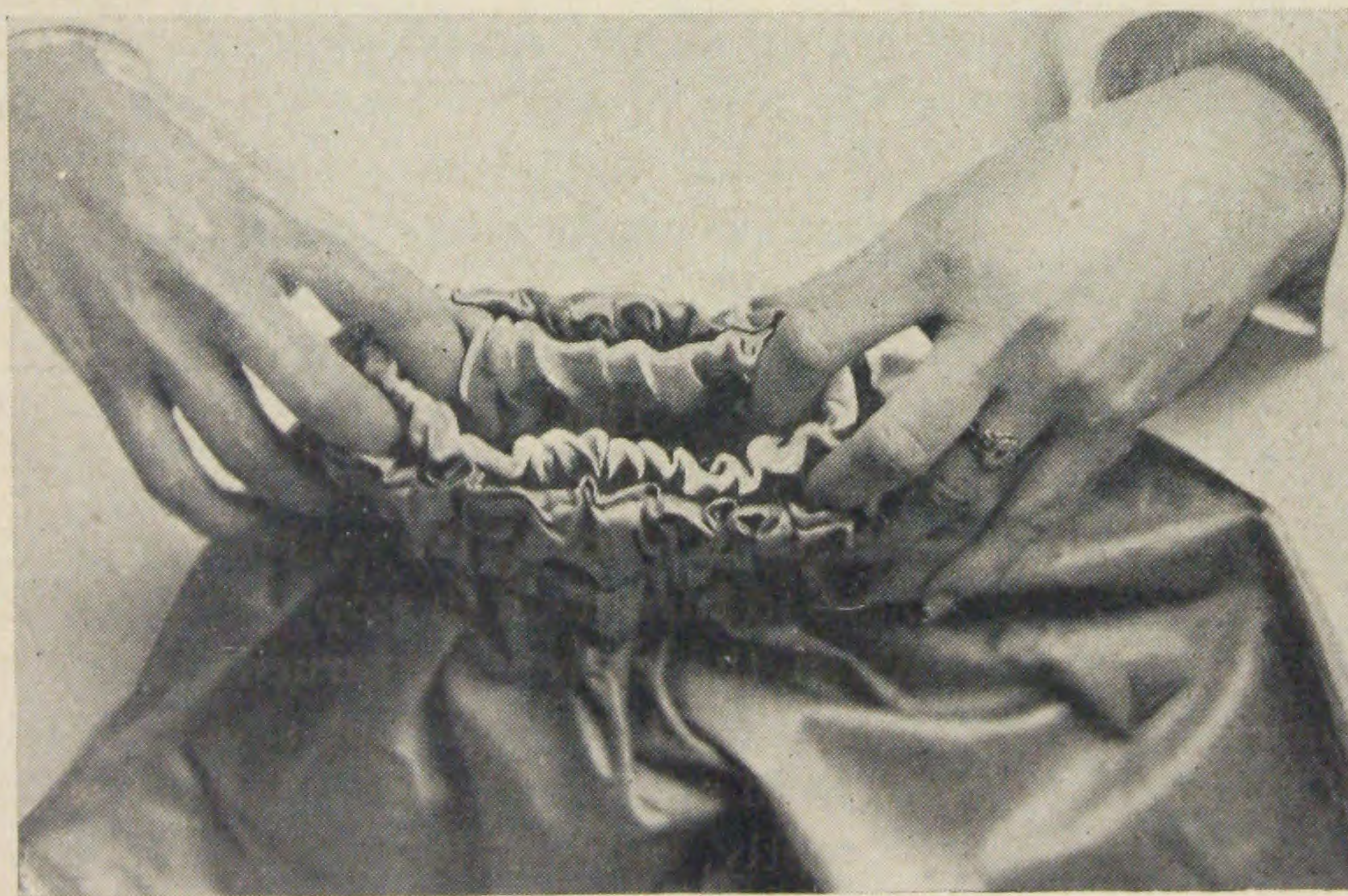


Fig. 2

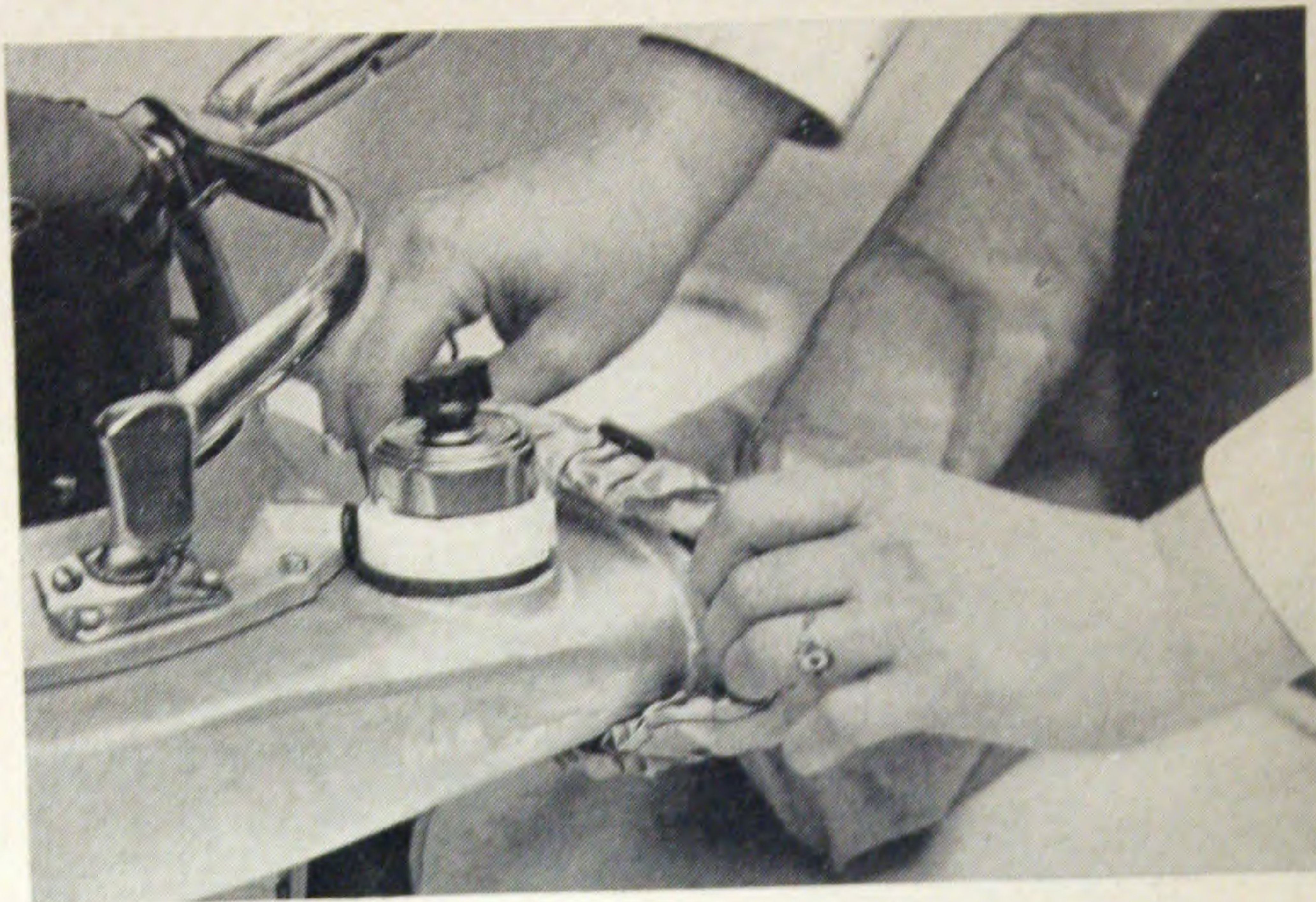


Fig. 3

(Fig. 3). The black button indicates top of bag and should come on upper side. When bags are in proper position on sweeper the elastic band in inner bag is just back of tapered part of outlet of sweeper.

One elastic band in large bag will be on top of elastic band in inner bag, and the other elastic band in large bag will be on tapered part of outlet.

Starting The sweeper is now ready to connect
Sweeper to lamp socket. Screw plug on end of cord into socket, as shown in cut (Fig. 4), and turn on current at socket, first looking to see that indicator on top of switch on sweeper shows that current is turned "OFF" at sweeper.

To start sweeper turn switch on top of sweeper, as shown in cut (Fig. 5). Indicator on top of switch will show whether current is "ON" or "OFF." The switch on sweeper should always be the last place to turn on the current in starting the sweeper, and the first place to turn it off in stopping the sweeper. When the current is turned on the motor should start at once and should reach full speed in a few moments. If it does not start promptly, turn off the current. The current

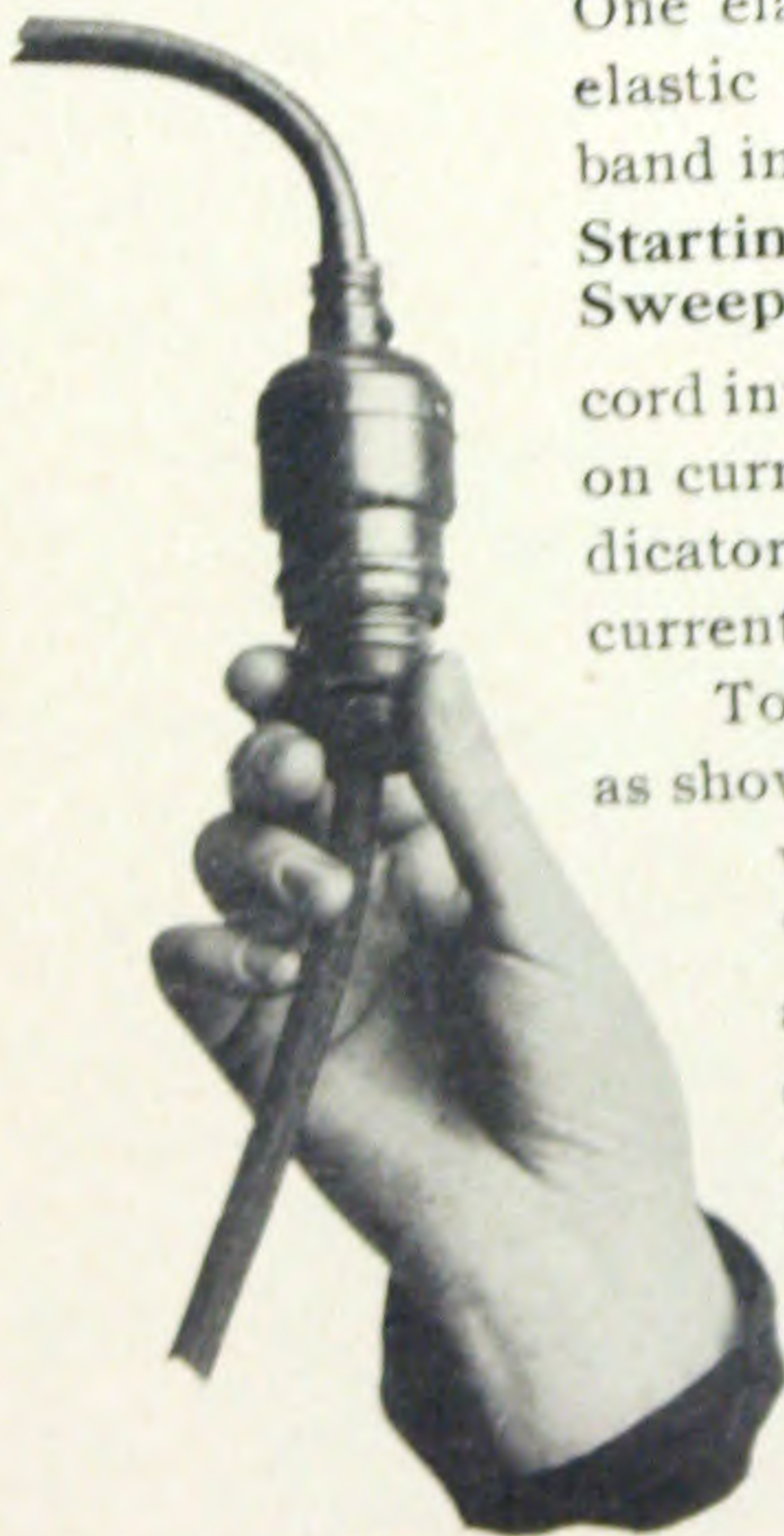


Fig. 4

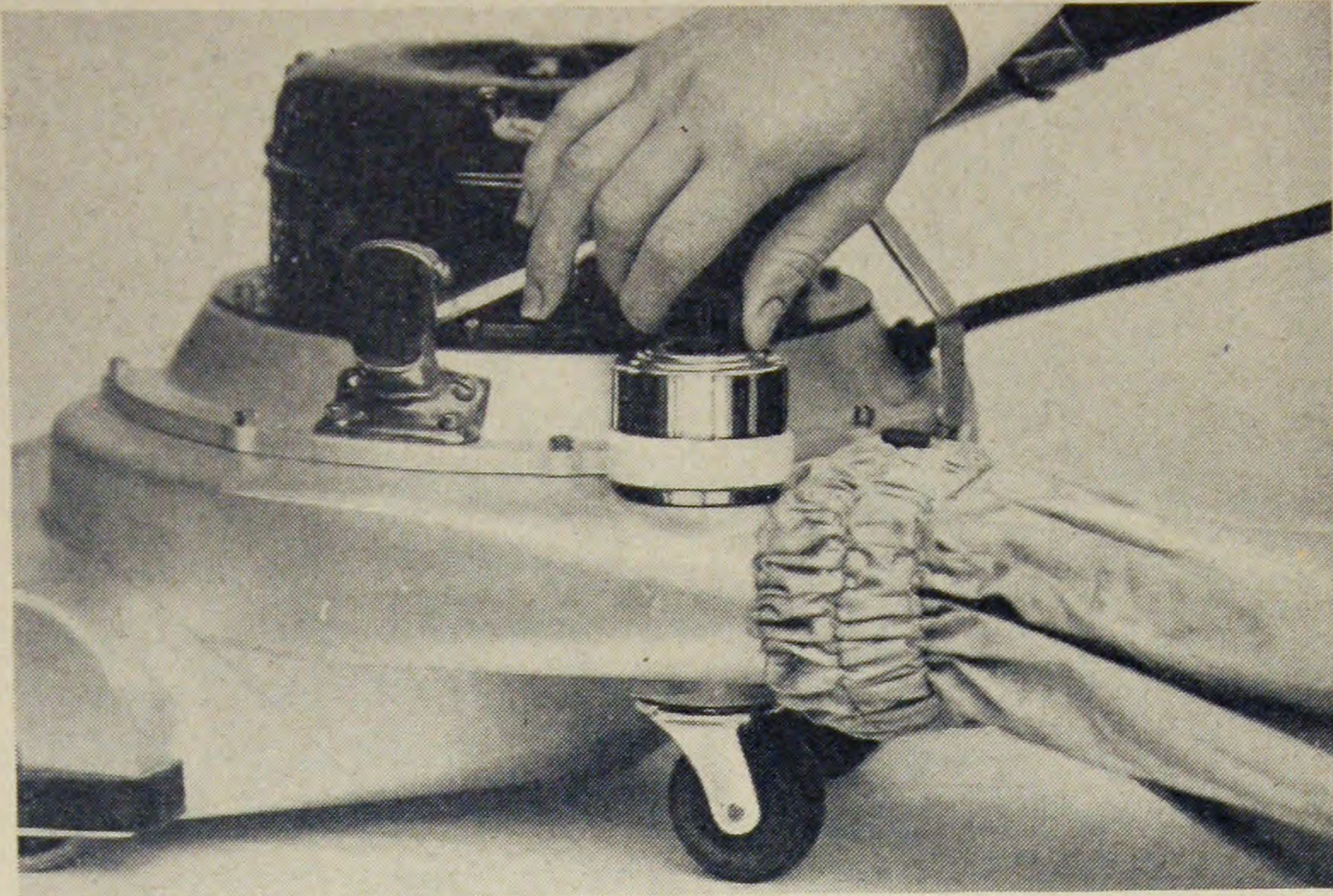


Fig. 5

should never be left on when the motor is not running. Never take your hand off the switch until the motor starts.

It may happen sometimes that the voltage of the electric circuit to which the sweeper is connected is low and that trouble may be experienced in starting. In this case tilt the sweeper so that brush

is off the floor, as shown (Fig. 6), at the same time placing the hand over the outlet of the fan, where the bag is attached. This greatly reduces the load on the motor and allows it to start and come up to speed.

Holding the Cord The cord should be wrapped around handle of sweeper as shown in cut (Fig. 7). This cut illustrates what we believe to be the easiest way of holding the cord while operating the sweeper. By holding the cord also with



Fig. 6

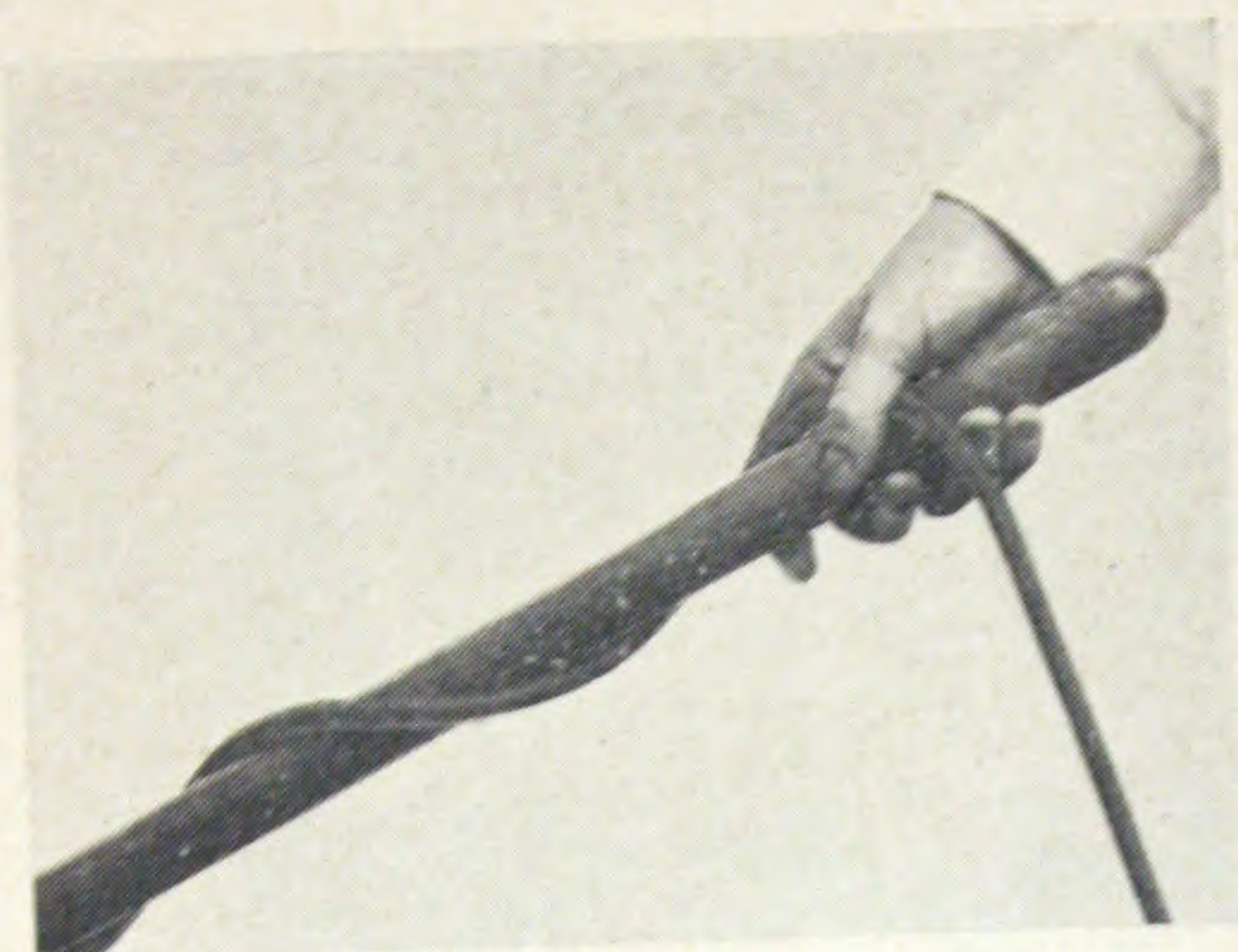


Fig. 7

the left hand, gripping it about three or four feet from the handle, you can manage the cord easily.

Keep the Brush running When the sweeper is operating properly the carpet will be drawn against the suction opening and the brush will cause it to vibrate. By placing fingers on carpet, as shown in cut

(Fig. 8), you can determine whether or not the brush is running as the carpet will not vibrate unless the brush is running.

Sweeping Floor Coverings Unless you are sweeping under some low piece

of furniture, such as a bed, the slot in the tilting fulcrum should engage screw in body of sweeper, as shown (Fig. 9). In coming up on to a rug this enables you to raise the front end of the sweeper by bearing down on the handle or the back end by lifting on the handle (Fig. 10). These

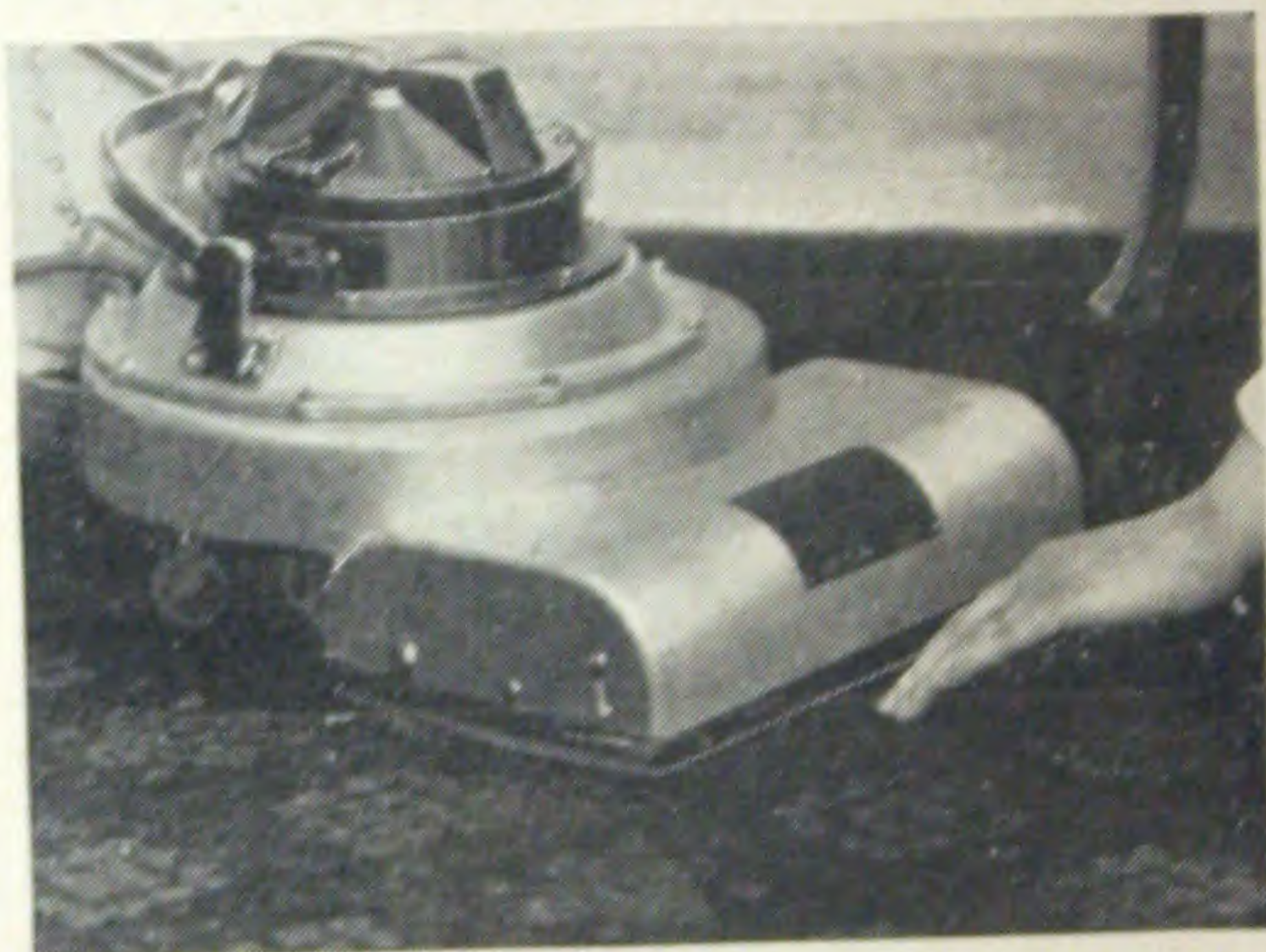


Fig. 8

two movements will enable you to come on to a rug without the sweeper catching.

When handling large or coarse dirt tilt the sweeper frequently to raise the hood from the floor. By doing

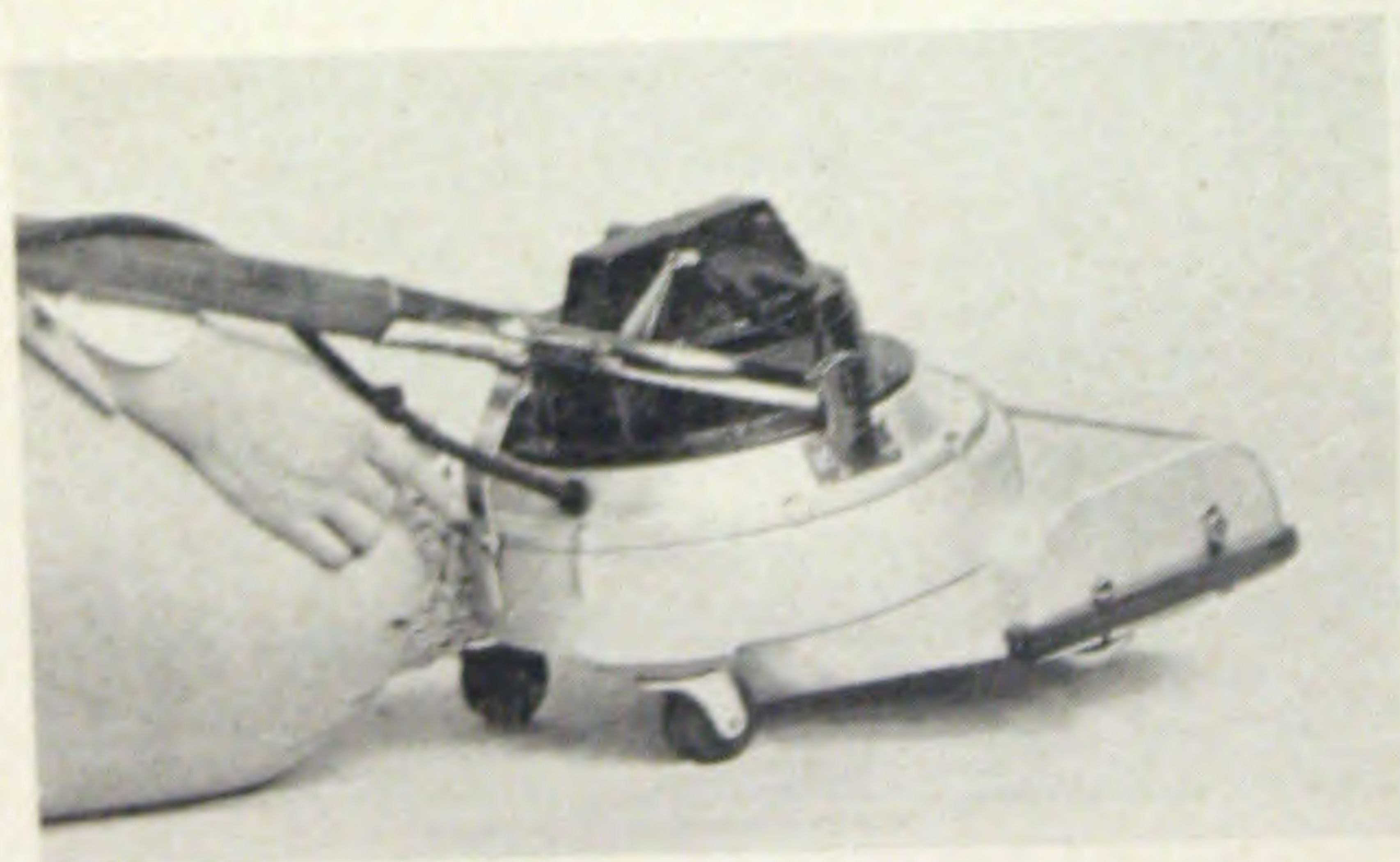


Fig. 9

this the rush of air through the machine will carry the coarse dirt through into the bag.

Sweeping under Furniture In sweeping under low furniture such as a bed the tilting fulcrum should be placed in position, as shown in cut (Fig. 11).

When using the sweeper as a floor cleaner it is not necessary to push the sweeper rapidly over the floor as you would an ordinary carpet sweeper. Push or pull it slowly.

Rugs with Fringe To sweep rugs with fringed ends sweep crosswise, keeping suction opening off fringe. When the body of

the rug has been swept the fringe can be cleaned by approaching the rug, as shown in cut (Fig. 12).

Raise the front end of the sweeper by bearing down on handle and push it over the fringe, then let the machine down on the rug and draw it off toward you.

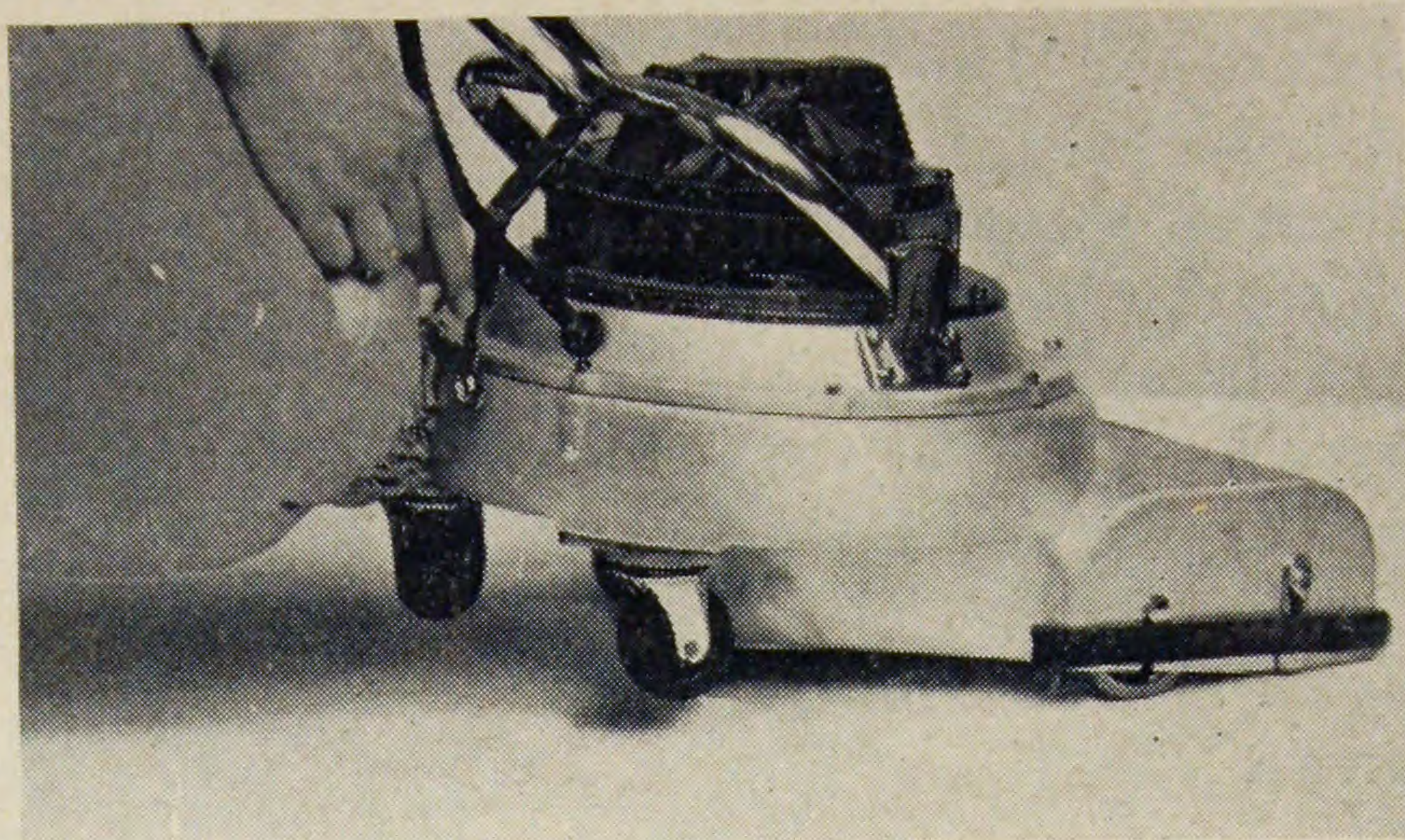


Fig. 10

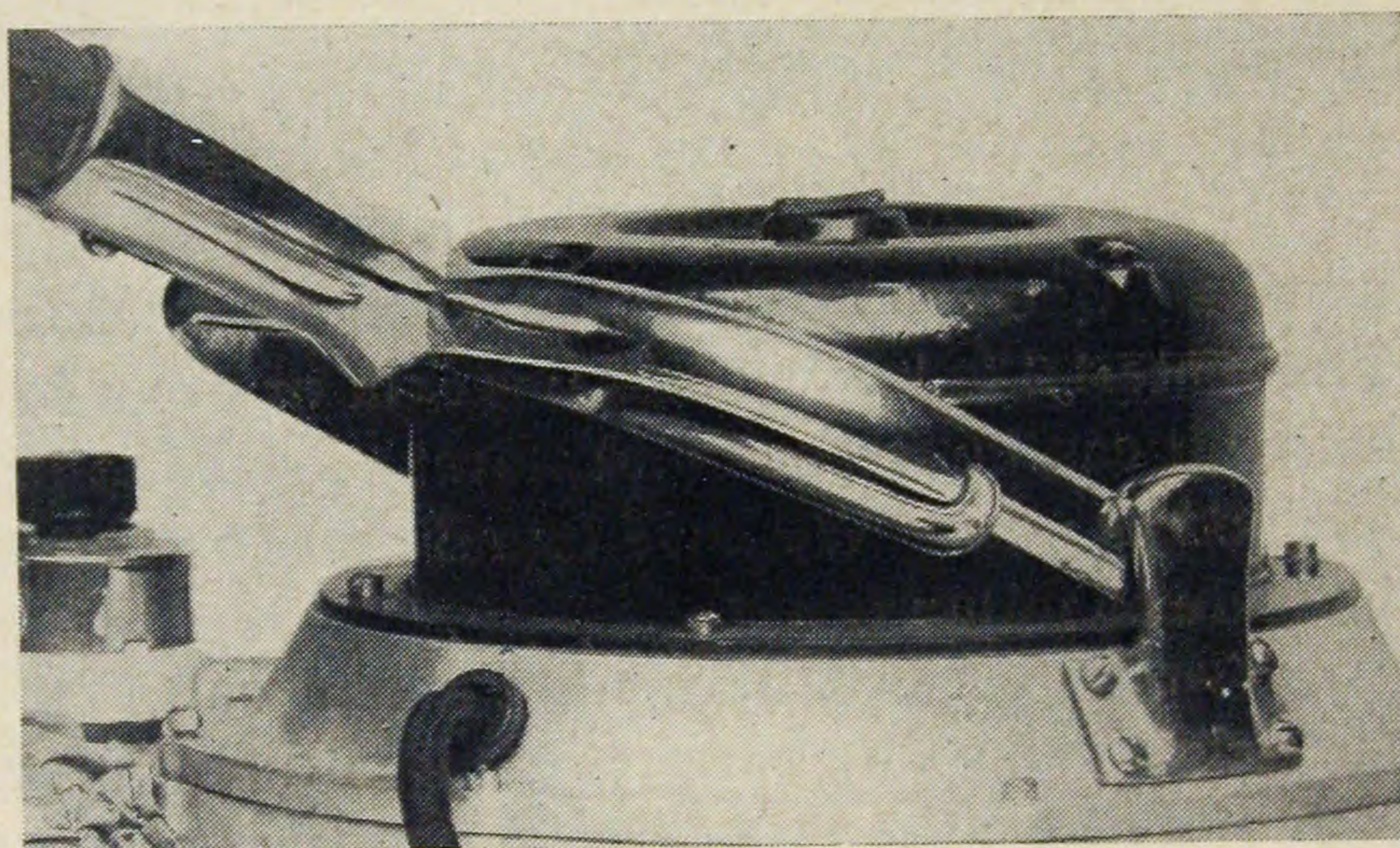


Fig. 11

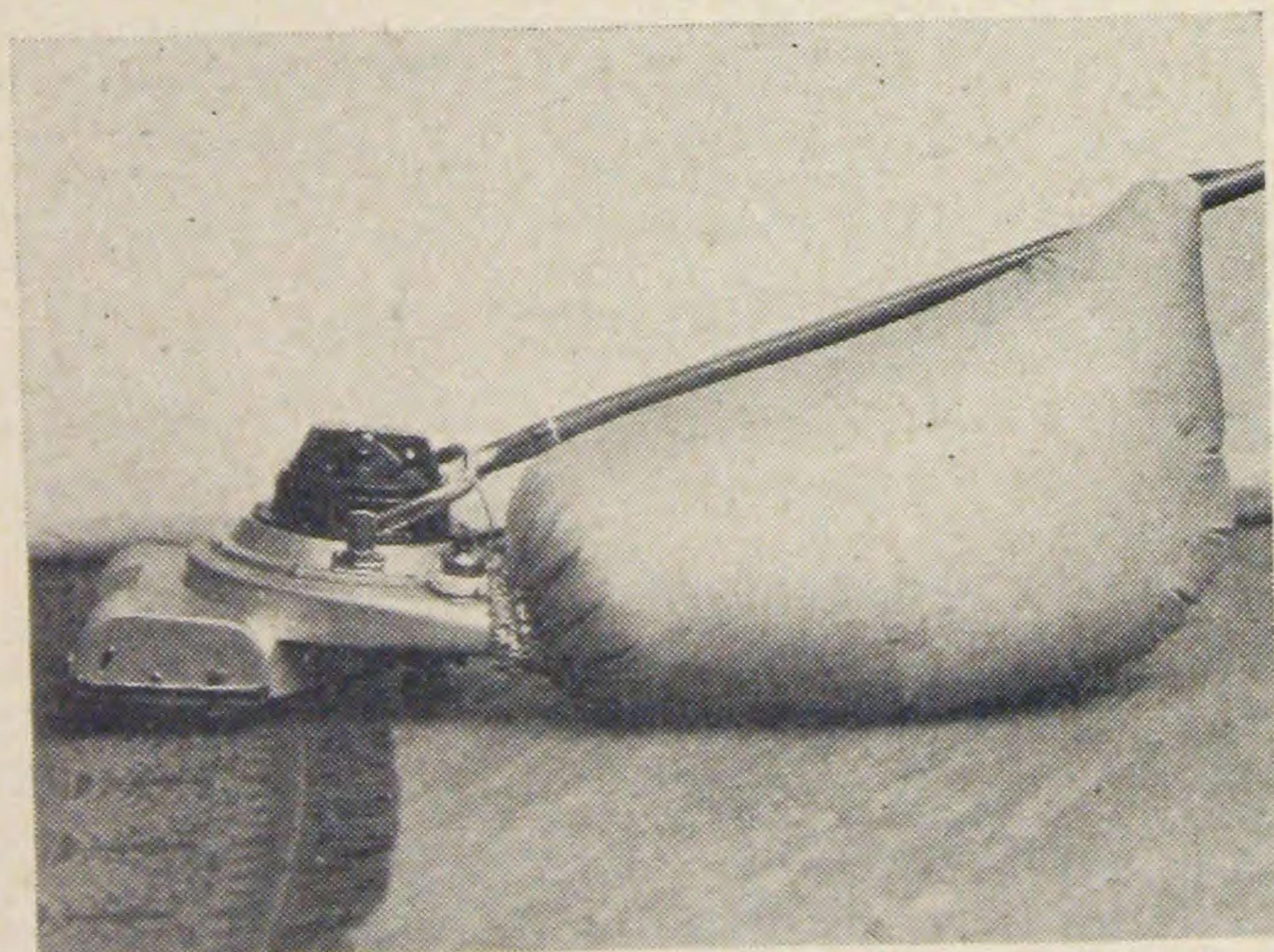


Fig. 12

Sweeping In sweeping **Small Rugs** small rugs place them on a large rug and they will not creep as they will on a bare floor. If rugs are very small they can be easily and thoroughly cleaned by turning the sweeper upside down and drawing the rug across the brush with the hands.

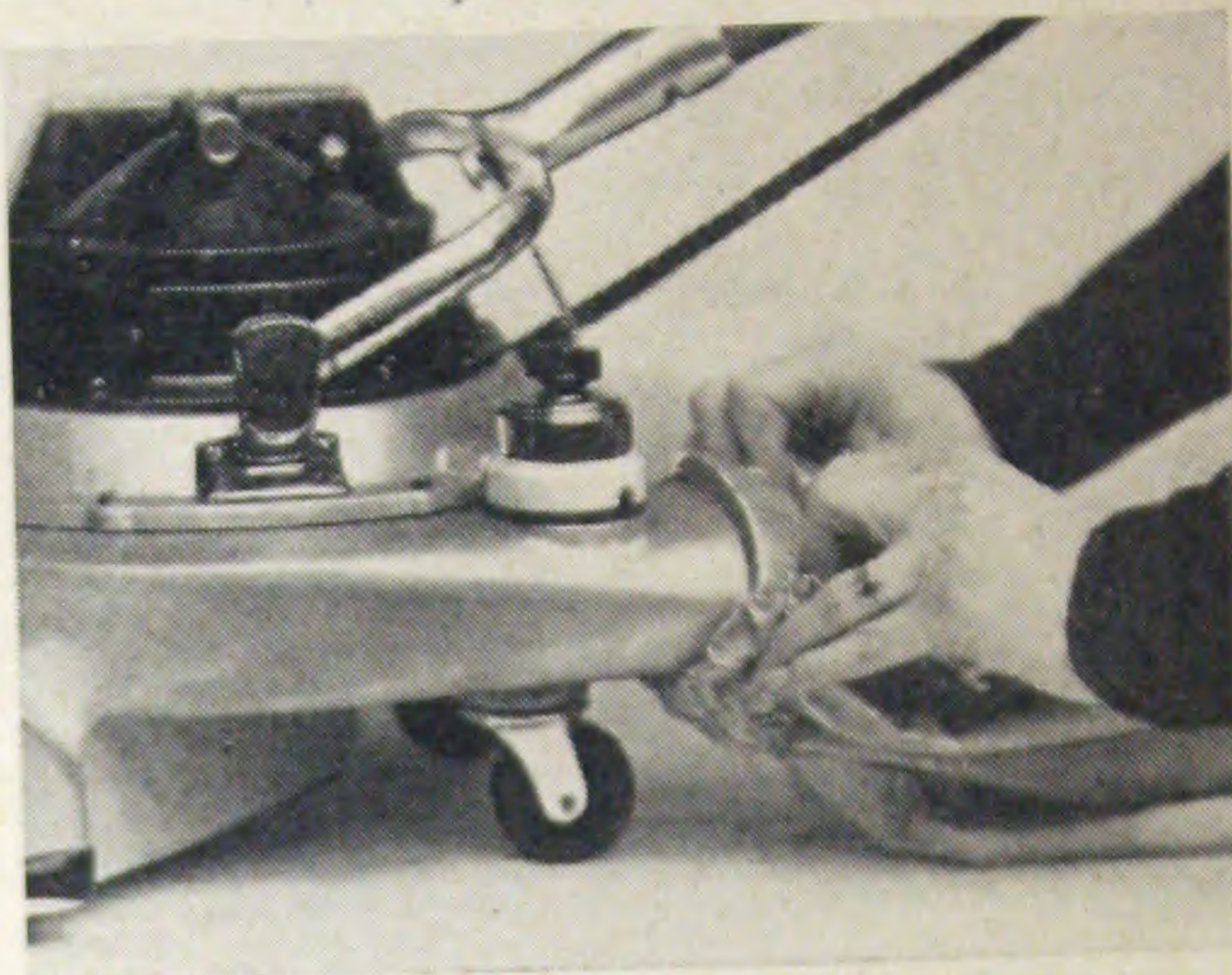


Fig. 13

Cleaning Bags In removing the bag to clean it always remove top part first so that the dirt in the bag will not spill (Fig. 13). The bag should be cleaned after each hour of use, as a dirty bag will reduce the efficiency of the sweeper.

If the dirt bag becomes worn out or is soiled so that you need a new bag, one can be procured from us or can be very easily made. The material is known as Atlas Silk or Toga Satin. If the bag is only soiled it can be washed and starched so as to be clean and practically as good as new. We have found that the best starch for this purpose is made as follows:

Two tablespoonfuls of flour, one cup of cold water, thoroughly stirred to make fine batter; to this add boiling water until same seems stiff and clear; then place on fire until it comes to a boil.

To apply starch after washing bag turn the bag inside out and apply with the hand rubbing same into the fabric. Turn the bag right-side out again and place it on the sweeper wet, turn on the current and the air blast will soon dry the bag.

The fact that these bags can be easily made or washed so satisfac-

torily makes the HOOVER the most sanitary cleaning machine on the market.



Fig. 14

Adjusting To adjust the **Sweeper** carrier wheels in case your rug has exceptionally long nap, tilt the sweeper and place two blocks or magazines under the hood, as shown (Fig. 14), so as to

bring hood about $\frac{1}{4}$ inch above rug; then loosen screw indicated and drop wheels until they bear on carpet and tighten the screws. It is not necessary to adjust these wheels for ordinary sweeping as they are properly adjusted before the sweeper is shipped.

You will notice that slot for adjusting carrier wheels are graduated with curved lines which are numbered. These lines will enable you to set both wheels so that they project the same distance below the sweeper.

How to Oil

The accompanying cuts show where to oil your sweeper. If your sweeper is an Alterating Current Machine, remove the screw cap on top (Fig. 15) and put a small amount of oil in the top of the motor every time you use the sweeper (3 or 4 drops for

each hour of use). If you have a Direct Current Machine, frequently put oil in tube and occasionally fill cup with compression grease (Fig. 16).

It is not necessary to oil the brush bearings as the brush is provided with oilless bearings. The carrier wheels are provided with roller

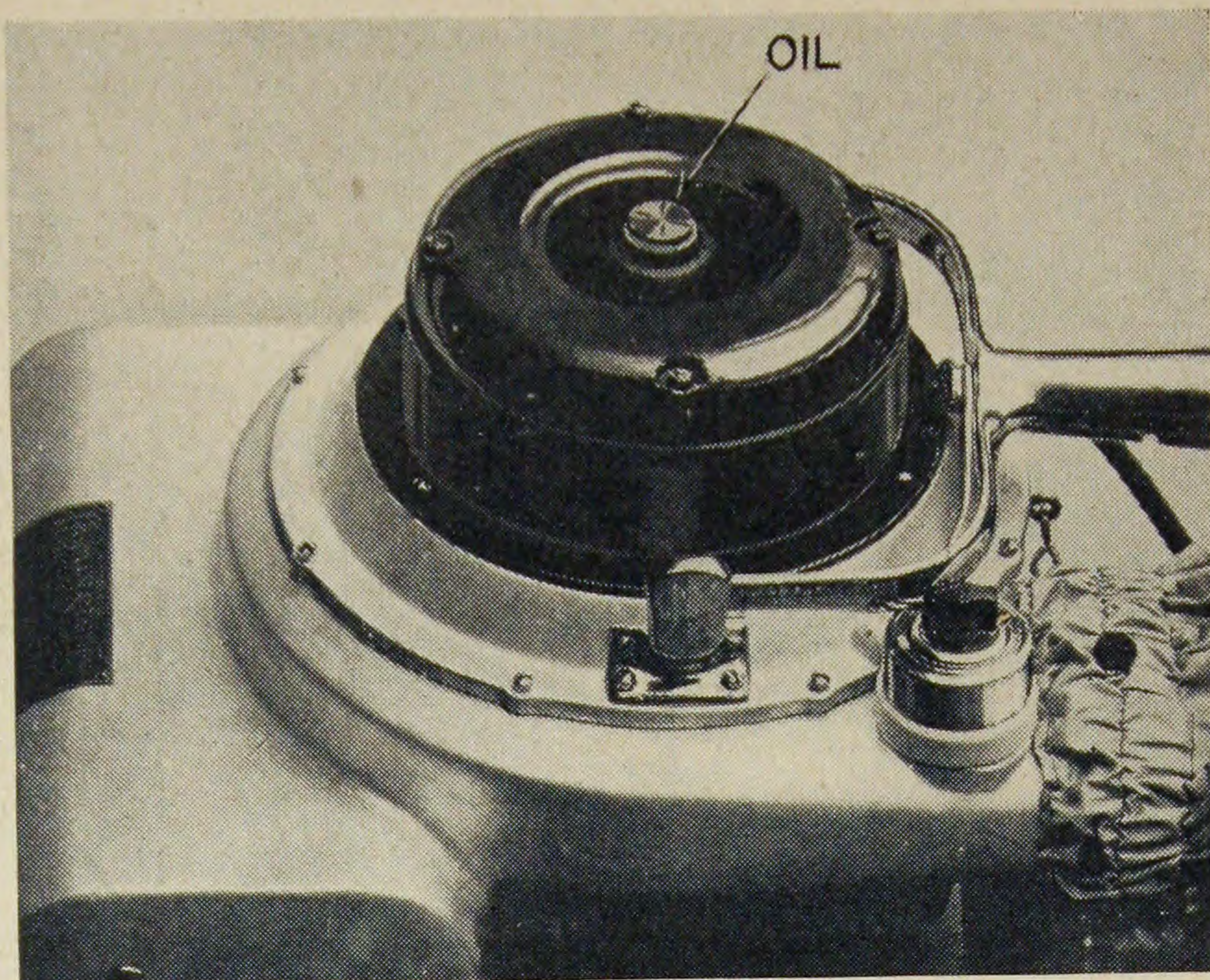


Fig. 15

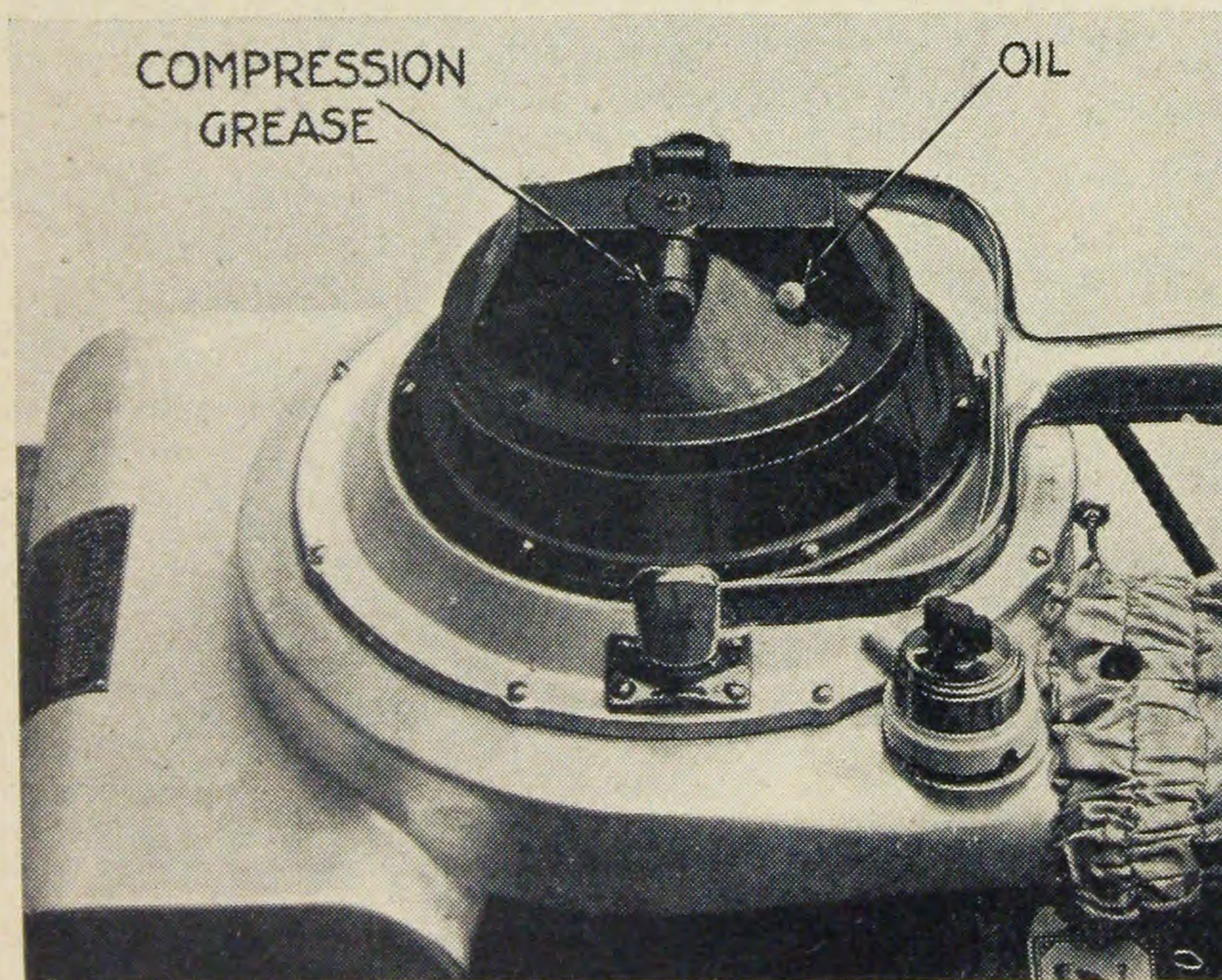


Fig. 16

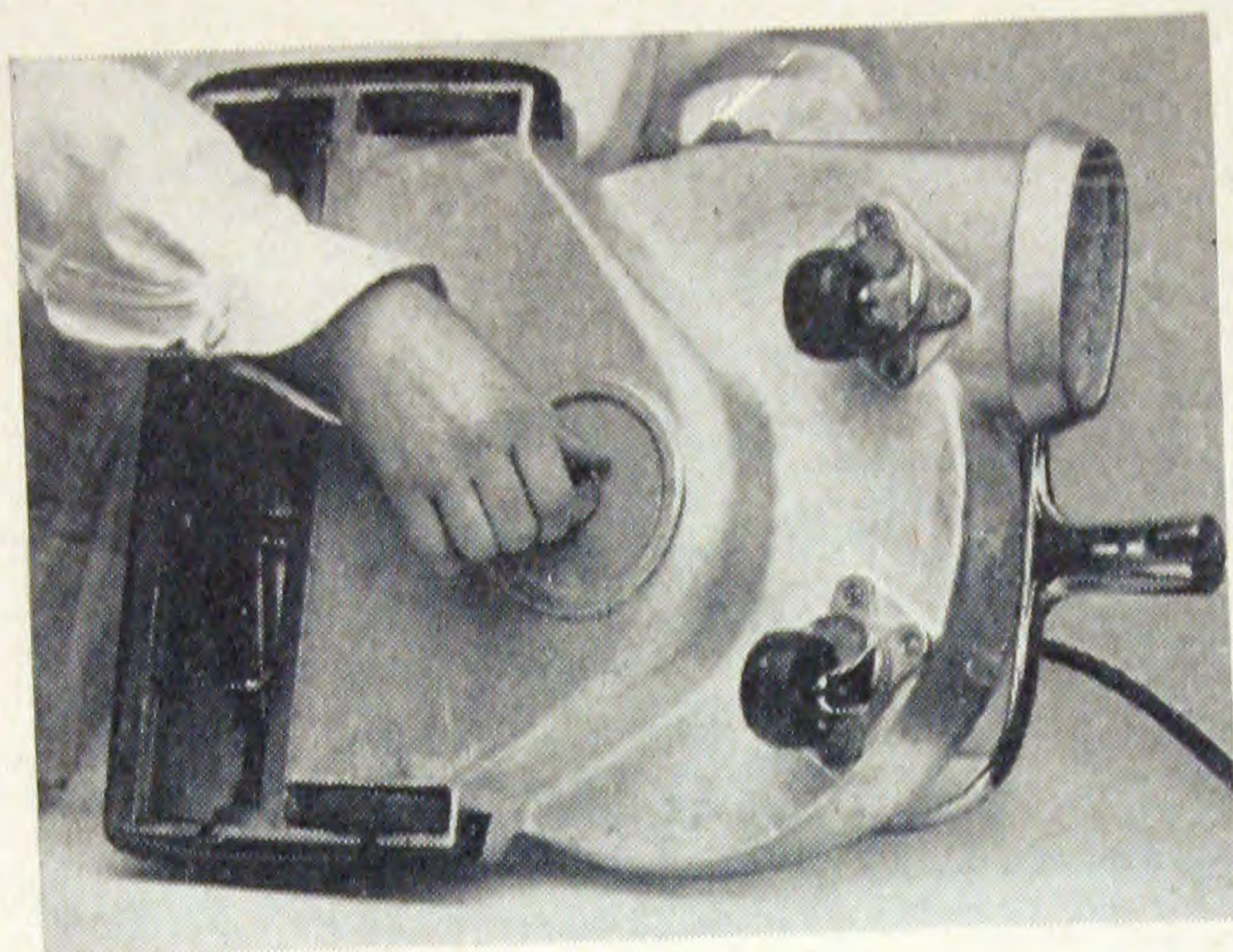


Fig. 17

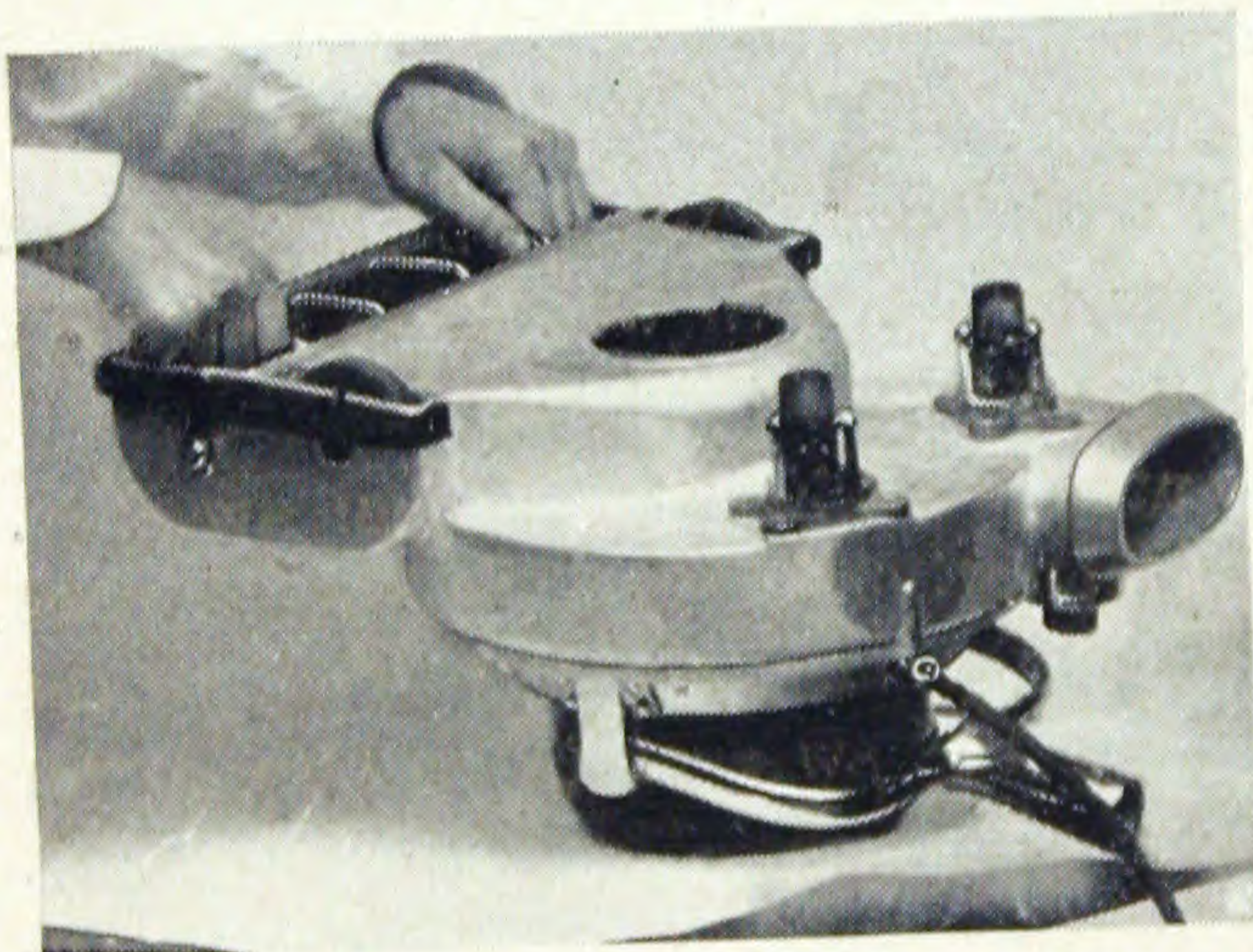


Fig. 18

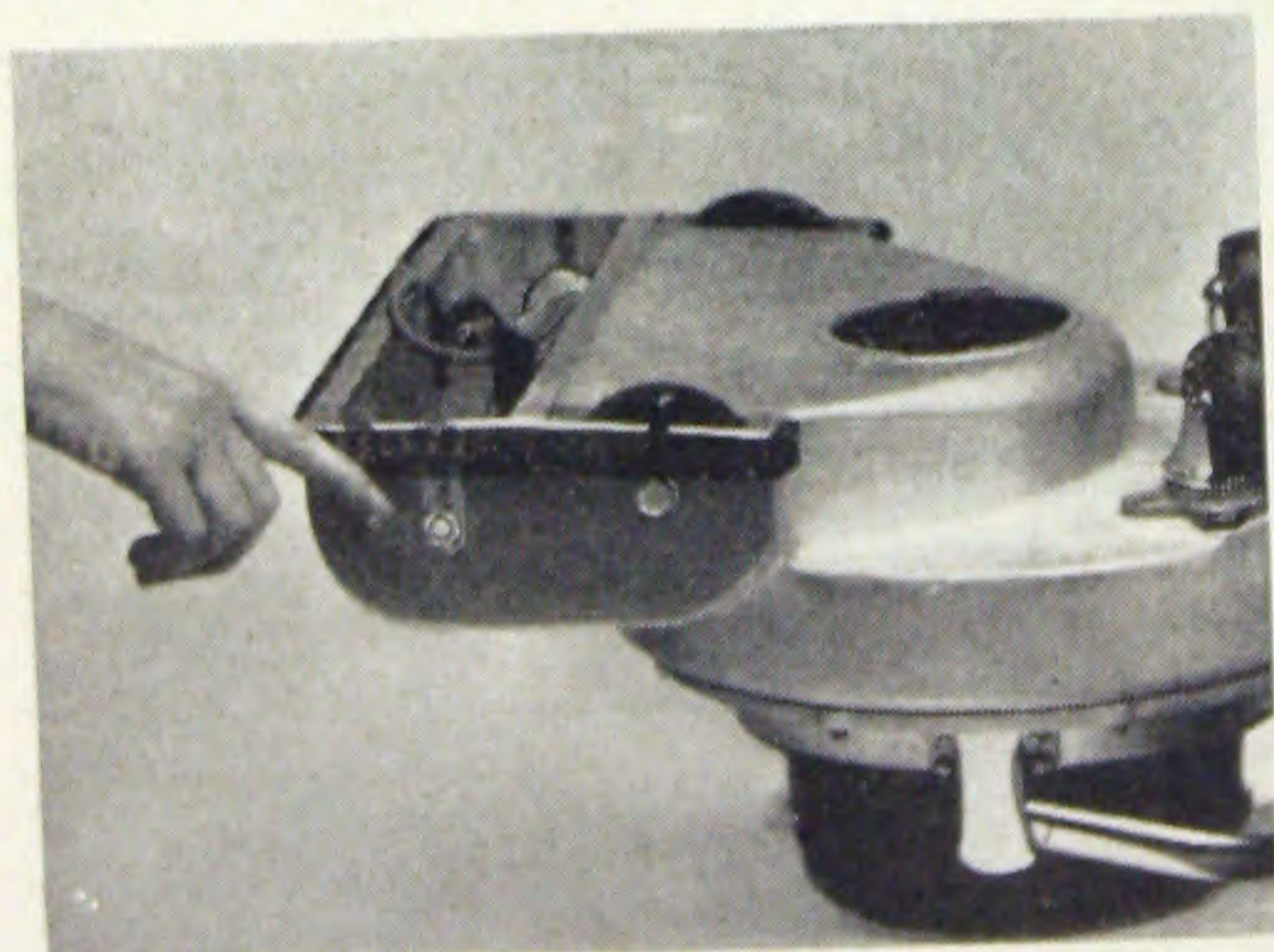


Fig. 19

bearings and castors with ball bearings both of which will run without oil.

Cleaning The aluminum **Sweeper** parts of the sweeper can be cleaned with soft cloth dampened with either alcohol or gasoline.

Changing Belts If belt on the sweeper breaks or becomes loose so that brush does not revolve, making a new belt necessary, proceed as follows:

Remove hand-hole cover on bottom of sweeper by turning thumb screw (Fig. 17). Slip belt off pulley on bottom of fan. Remove brush guard by gripping the end wires and pressing down and forward (Fig. 18). This will release guard and it can be slipped out. To remove brush, take off nuts, indicated in cut (Fig. 19), and remove brush support, leaving brush free to be lifted out.

Put new belt over brush and slip brush into slots (Fig. 20), put brush supports back into position and nuts back on ends of shaft.

Slip guard back into position, entering curved wires first, then place thumbs on bar, as shown

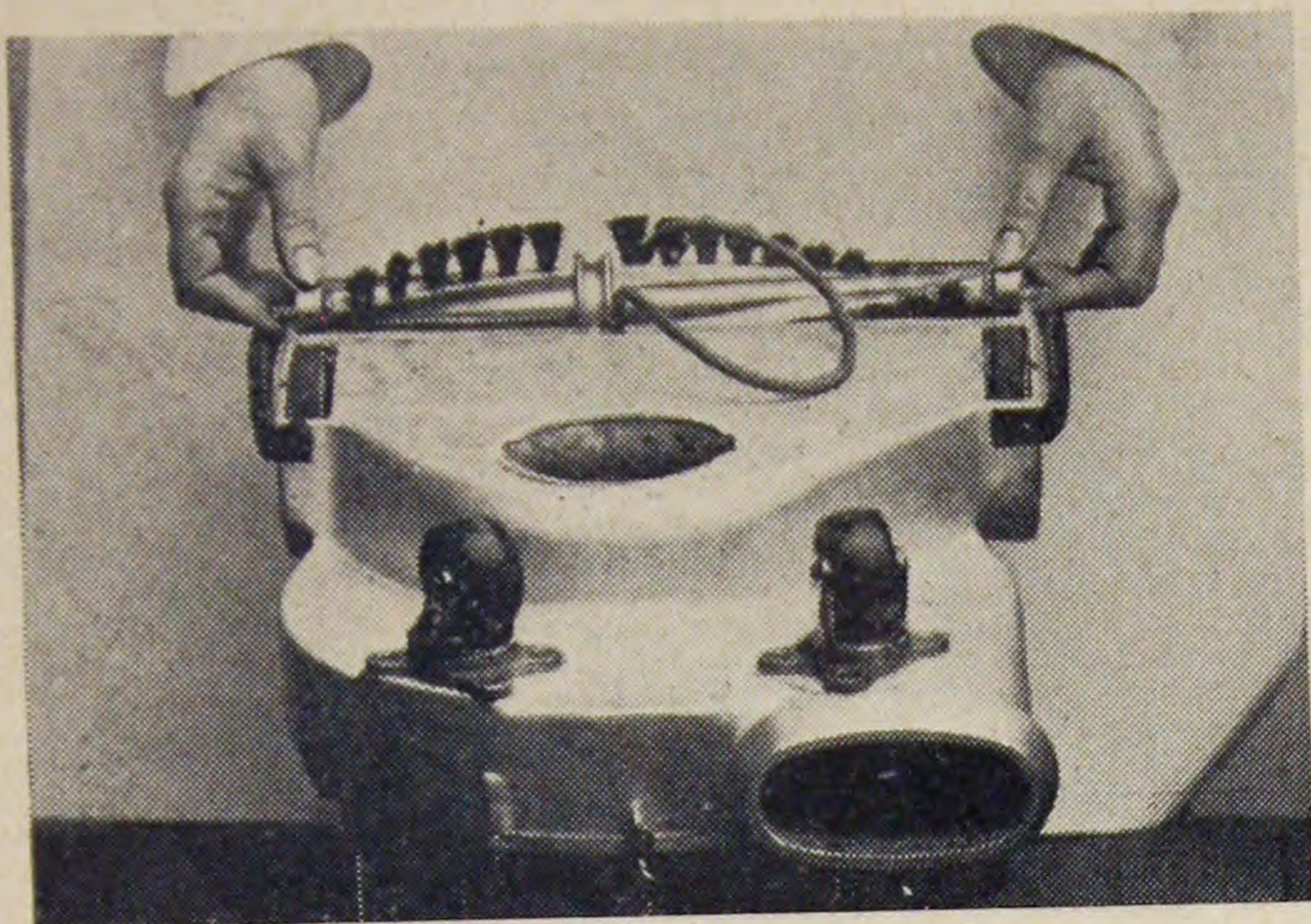


Fig. 20

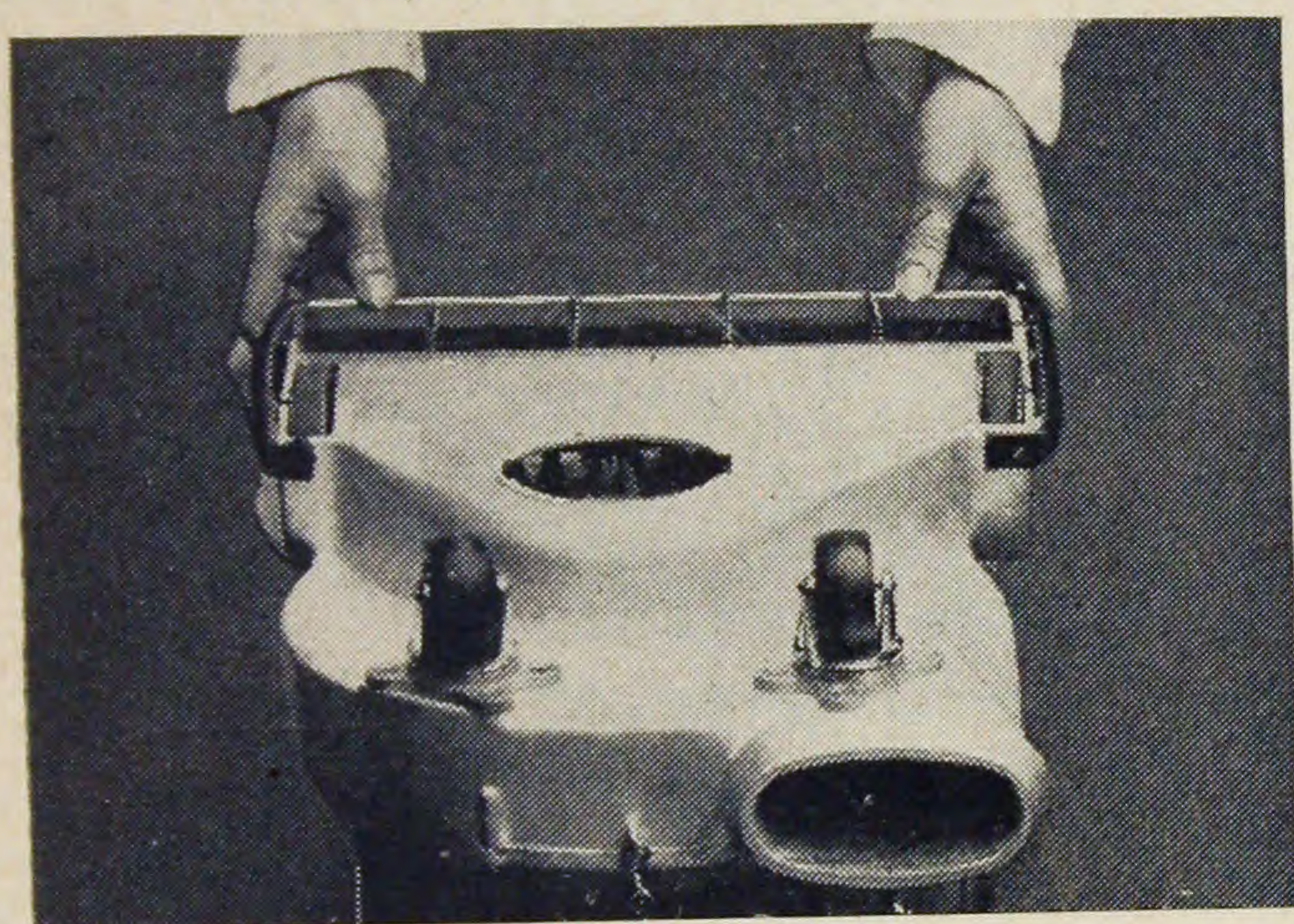


Fig. 21

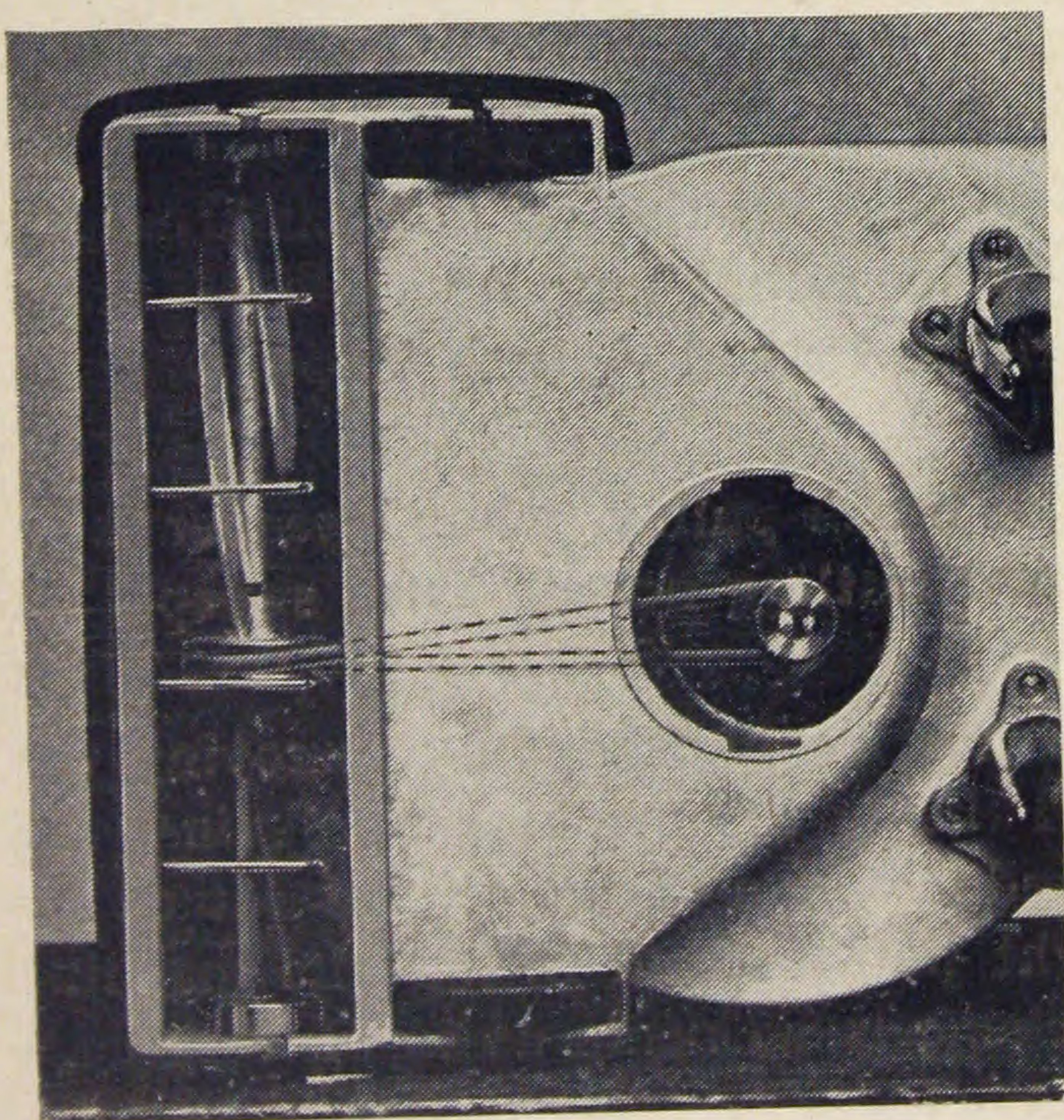


Fig. 22

(Fig. 21) and press down until bar slips into position.

In adjusting brush be sure that it is set so that ends of bristles do not extend more than $\frac{1}{16}$ inch below wires in brush guard; after which tighten nuts on ends of shaft to hold brush firmly in position.

The inside of brush supports are graduated, making a guage which will enable you to see that in adjusting the brush both ends are lowered the same distance.

Slip belt back on pulley on bottom of fan so that it runs over the two pulleys, as shown in (Fig. 22). This brings belt so the brush is revolved toward the fan at the bottom of the machine. Turn on current and make sure that the brush revolves in the right direction. This is very essential as the brush will throw the dirt away from the machine and not into it if revolving the wrong way. The direction of rotation of the brush is determined by the way the belt is turned when slipped over the pulley on end of fan shaft.

Replace hand-hole cover and machine is again ready for operation.



Fig. 23

Adjusting Brush When brush wears so that bristles do not touch carpet, it can be set down by loosening nuts on ends of brush shaft. Set it down so that bristles extend $\frac{1}{16}$ inch below wires in guard.

If belt happens to slip off of brush pulley, when sweeper is in operation, brush will make a loud rattling noise. Turn sweeper on side and replace belt on pulley.

Carrying Sweeper The sweeper can be most easily carried by removing the handle and bag and lifting the machine up against the body, as illustrated (Fig. 23), and it can also be carried intact by turning the handle in an upright position and lifting the machine by the metal fork or bale. Same is so made as to be very convenient for two people to divide the load.

Possible Causes of Unsatisfactory Work After you have had the sweeper in operation for some time you may find that it is not taking up lint, hair, threads, etc., as readily as it did at first. This is an indication that the brush is not operating properly. The brush may have become worn, so that it is not touching the carpet or the belt may be slipping. If the brush does not touch the carpet, lower it a trifle; or if the belt is slipping a new belt may be necessary.

If the sweeper does not lift dirt as readily as usual it is probably caused by the bag being dirty. Remove same and clean thoroughly.

If suction on attachments is less than it should be the hose may have become clogged by a piece of paper lodging in same. You may also find that paper has lodged in the opening in the suction pan partially stopping this opening.

If the motor does not start promptly when current is turned on, it probably needs oil or else the voltage of your electrical circuit is low.

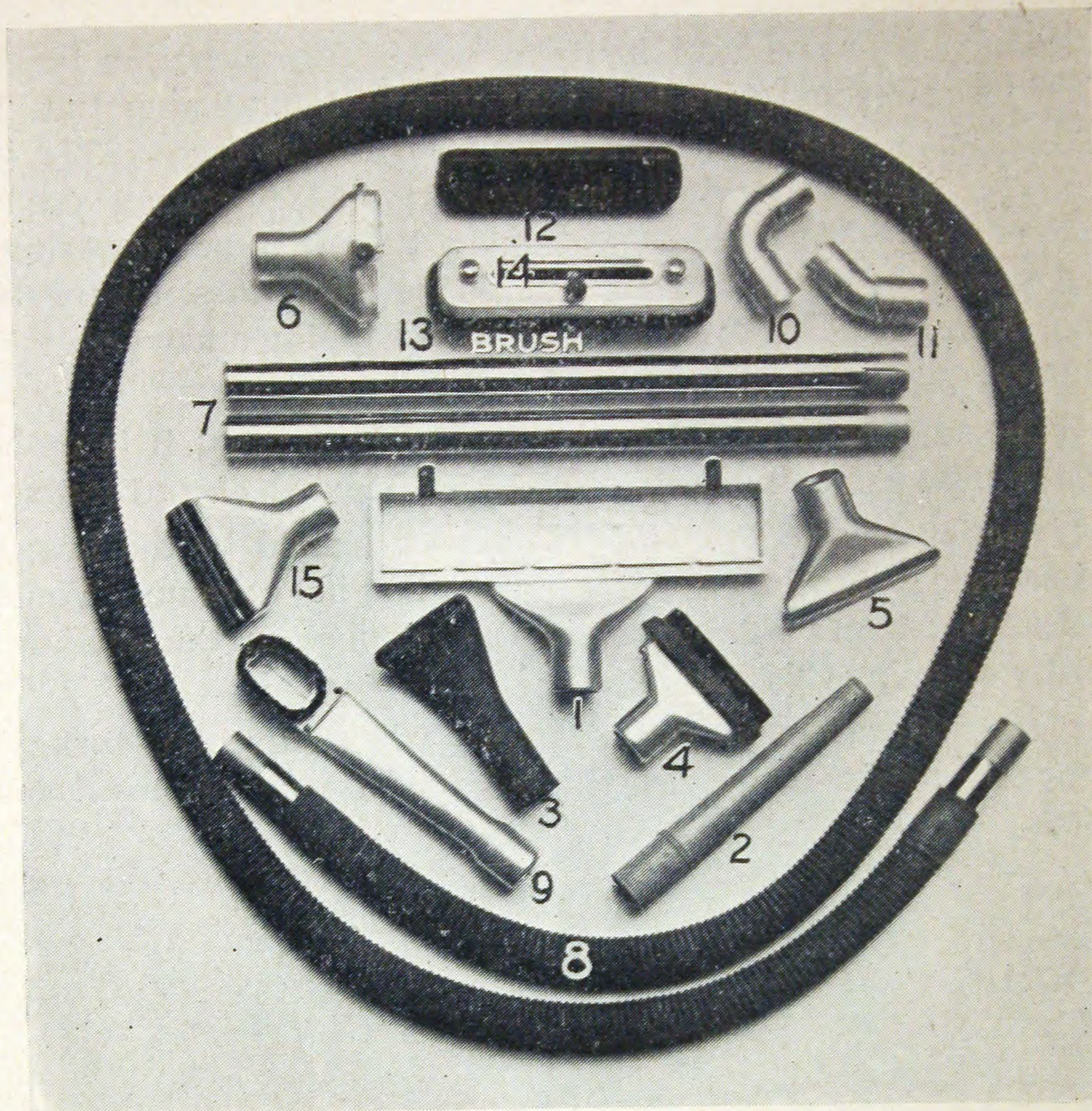


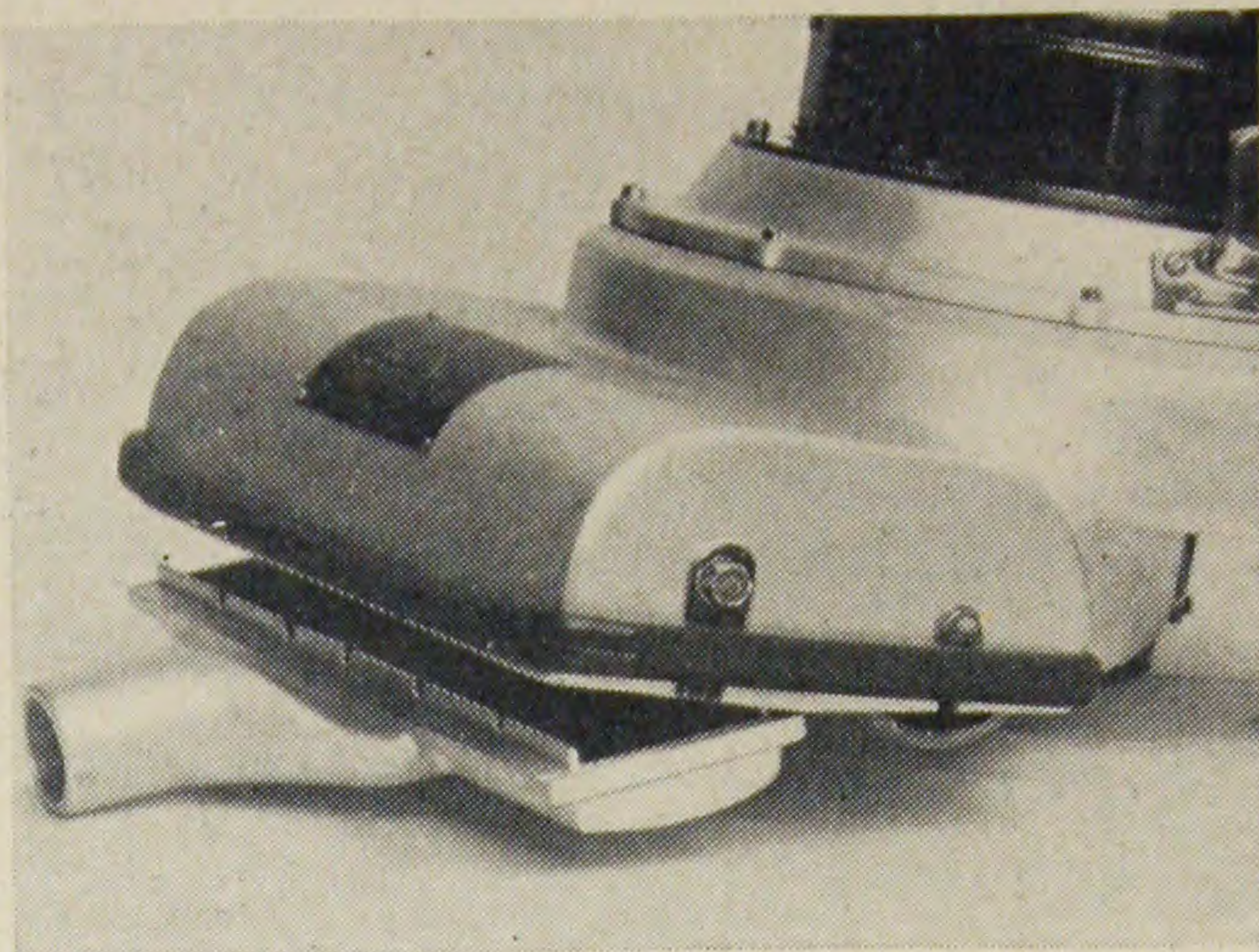
Fig. 24

LIST OF ATTACHMENTS

- 1—Suction Pan (Aluminum)
- 2—Taper Nozzle (Rubber)
- 3—Three Inch Nozzle (Rubber)
- 4—Four Inch Brush Nozzle (with rubber apron)
- 5—Five Inch Nozzle (Aluminum)
- 6—Blower Connection (Aluminum)
- 7—Nicked Tube (Two 20 inch sections, 1 1/4 inch diameter)
- 8—Rubber Hose (10 feet x 1 1/4 inches)
- 9—Library Brush (Aluminum)
- 10—90 Degree Elbow
- 11—45 Degree Elbow
- 12—Felt Brush for No. 14
- 13—Bristle Brush for No. 14
- 14—Brush Housing (Aluminum)
- 15—Three Orifice Nozzle (Aluminum)
- 16—Carrying Case (Keratul Leather)

**To
Connect
Hose to
Sweeper**

The suction pan is used when you wish to use the attachments. It is placed under the sweeper so that it closes the suction opening. To attach, tilt sweeper and slip suction pan back under hood of sweeper (Fig. 25); see that spring clips on back of pan go over the under part of sweeper and that flanges on suction pan slip up into suction opening.



Ffig. 25

Slip either end of hose into round hole and machine is ready for attachments (Fig. 26).

**No. 2
Tapered
Nozzle**

This nozzle is intended to be used for cleaning dirt from under buttons of upholstered furniture and mattresses and from small crevices where it is impossible to use larger attachments. It is also used as a blower nozzle in connection with blower attachment No. 6 for ariating pillows, blowing out radiators, drying hair and for all other purposes where a blast of air is wanted.

**To Ariate
Pillows**

To ariate pillows, rip small hole, just large enough to admit end of tapered nozzle, in corner of pillow. Sweeper will inflate pillow with fresh air; press on pillow as shown (Fig. 27) to drive out air and then allow blower to refill pillow. This can be done a few times and pillow will be thoroughly ariated.

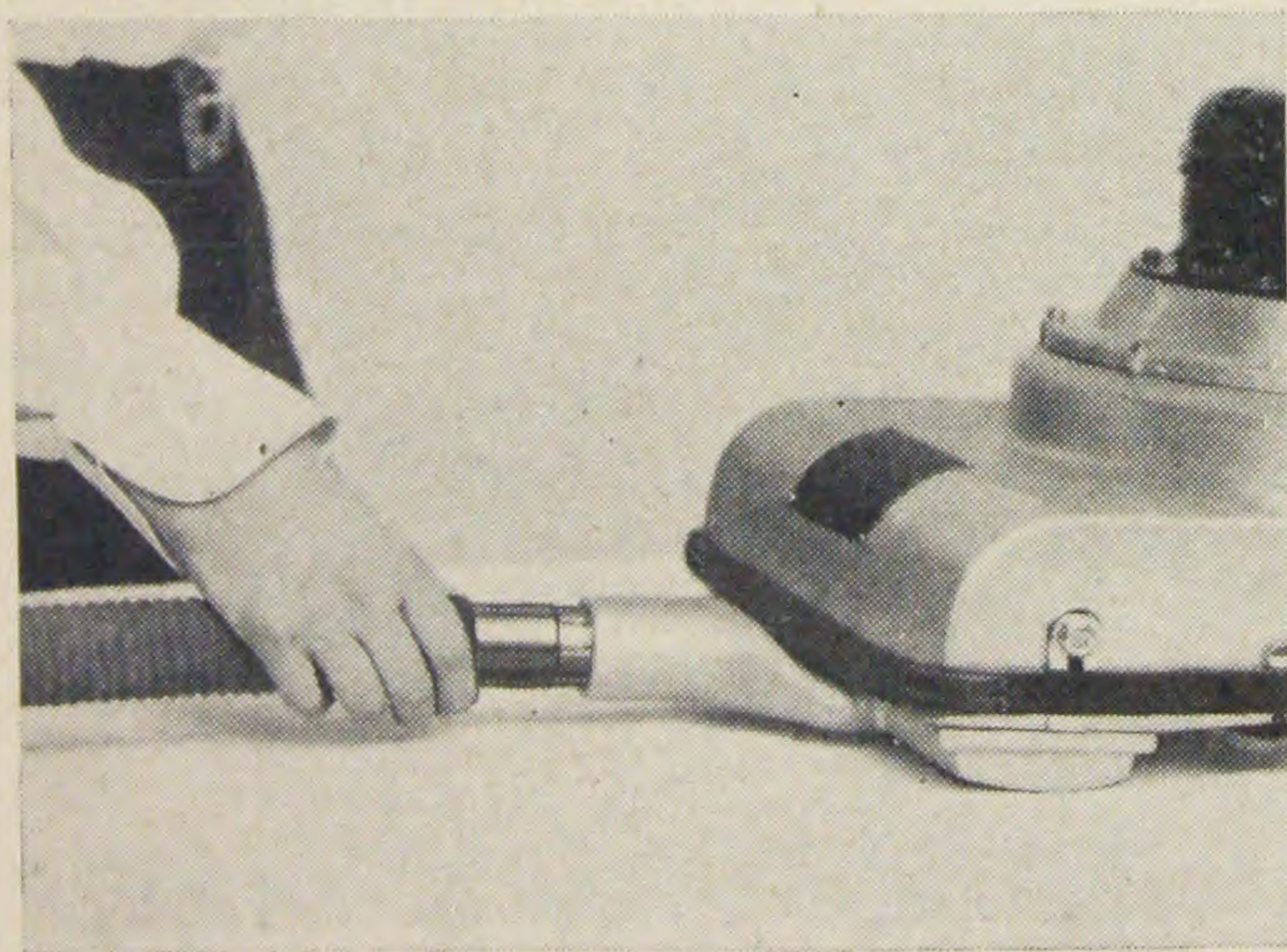


Fig. 26

Before using to ariate pillows be sure that no dirt or dust is left on inside of sweeper. Sweeper can be cleaned by putting end of hose out of window and allowing air to blow outside a short time, tilting the sweeper at the same time.

Blowing out Radiators To blow out a radiator, first place a damp cloth underneath same and blow from the top. The dust will then adhere to the cloth.

No. 3 Rubber Nozzle To be used for cleaning wood work and furniture. Being made of rubber it will not scratch or mar surface. Can also be used for cleaning upholstered furniture and surfaces which are full of small crevices, such as rough cut bricks sometimes used for mantels.

No. 4 Brush Nozzle To be used for cleaning dust from wood work, grills, carved furniture, also draperies, upholstered furniture, mattresses and clothes.

For cleaning top of window and door casings or picture mouldings; can be used in combination with elbows, as shown in cuts on following pages.

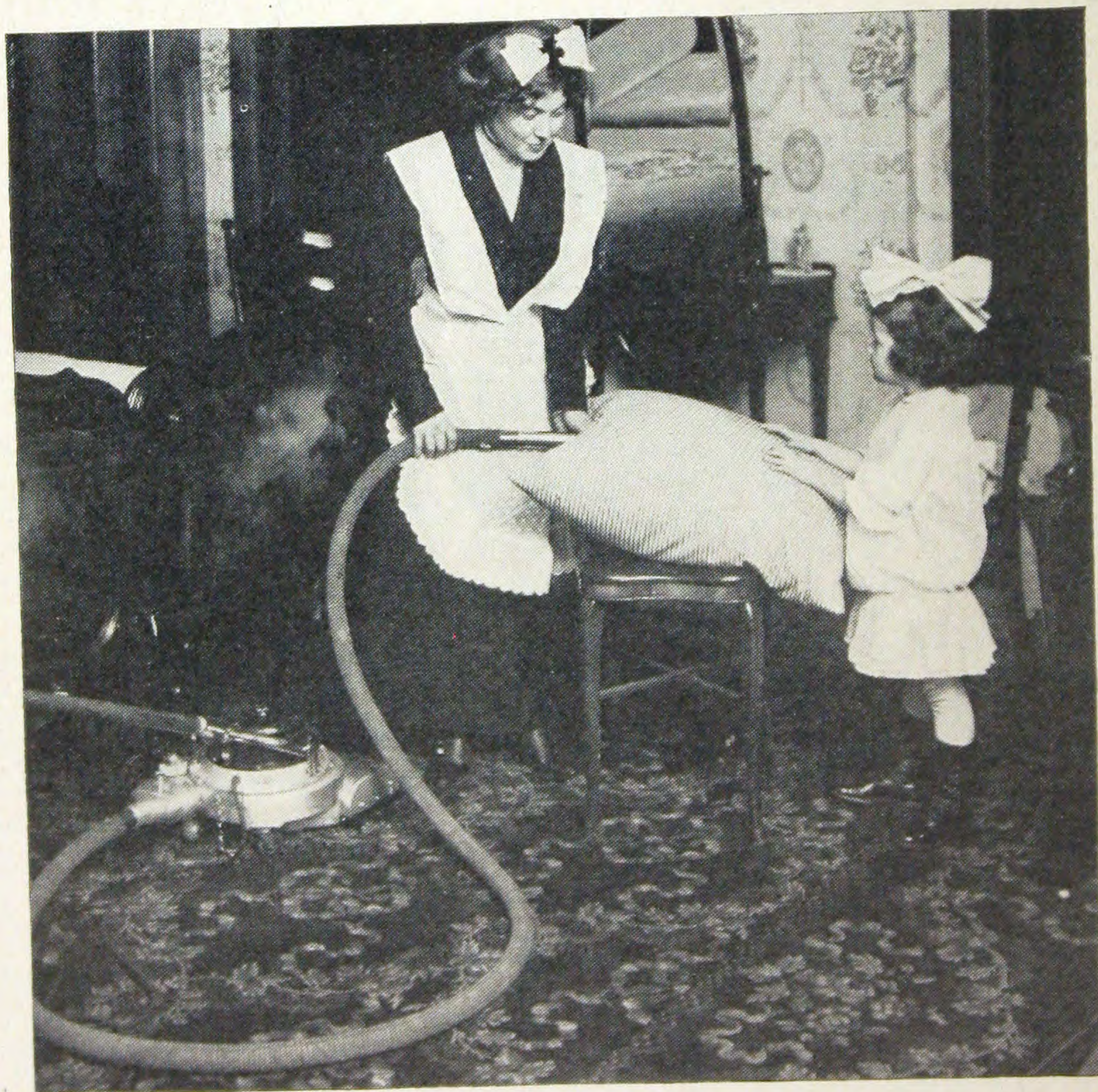


Fig. 27

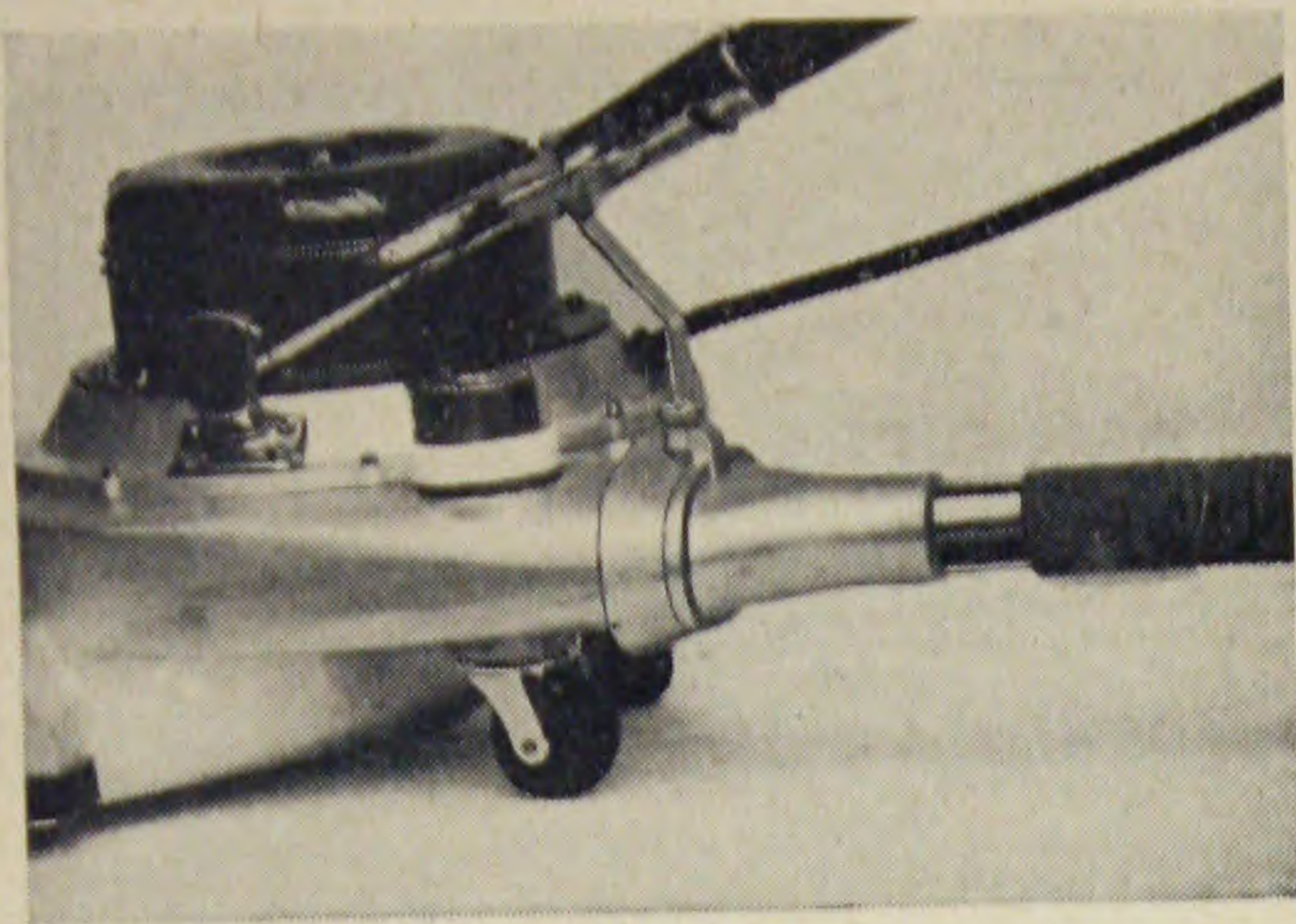


Fig. 28

connect, remove bag, slip blower into outlet of sweeper and tighten thumb screw to hold in place (Fig. 28).

This blower must never be on sweeper when bag is on.

No. 7 Metal Tube To be used with attachments for cleaning floors without the necessity of stooping and also to make it possible to reach high places or into deep recesses.

No. 9 Library Brush To be used for cleaning the tops of books without removing from shelves, also for cleaning spaces which will not admit other attachments.

Can be used effectively for cleaning clothes and hats.

**No. 15 Three Ori-
fice Nozzle** To be used for cleaning light draperies and lace curtains. Also very effective for cleaning rugs and floor coverings having long pile.

No. 12-13-14 Floor Tool To be used in combination with No. 5 nozzle. When used with bristle brush will clean walls having rough

surface, or which are covered with burlap or grass cloth. Used with felt brush is for cleaning hard wood floors.

To change brushes, remove thumb nuts on ends and brush will slip out (Fig. 29); the other brush can then be placed in hood and thumb nuts replaced. If tool becomes clogged with lint or dirt brush can be removed and cleaned.

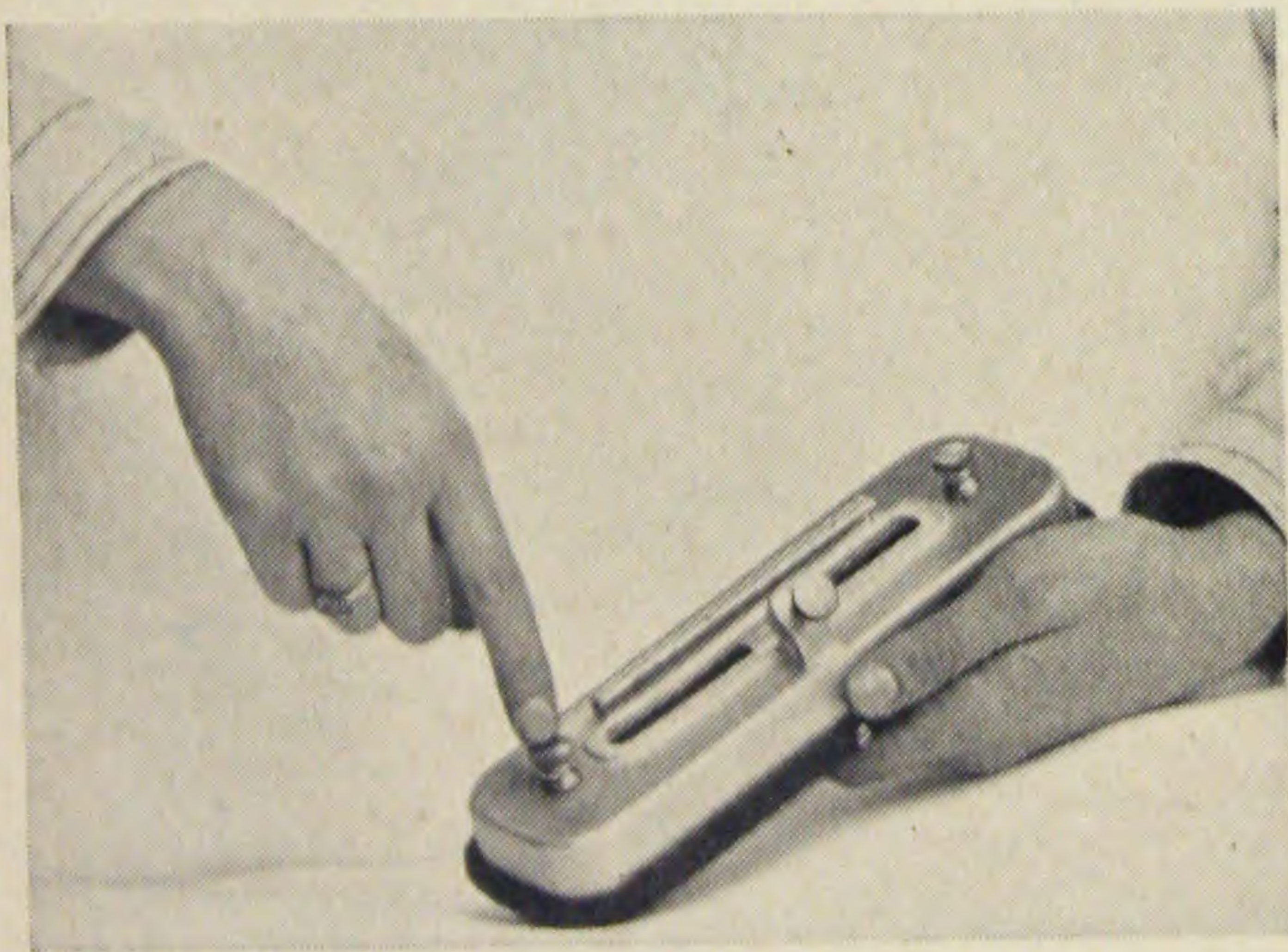


Fig. 29

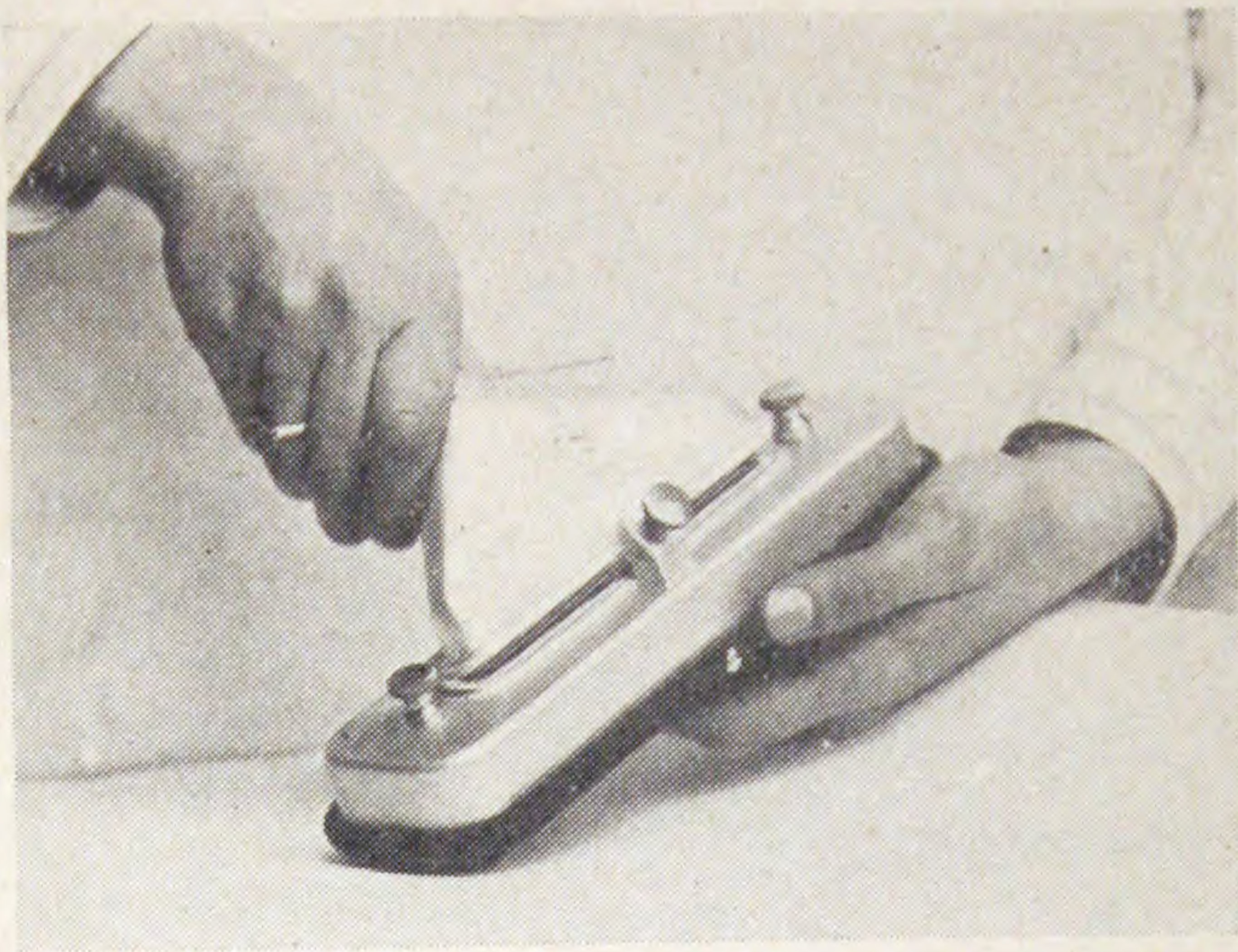


Fig. 30

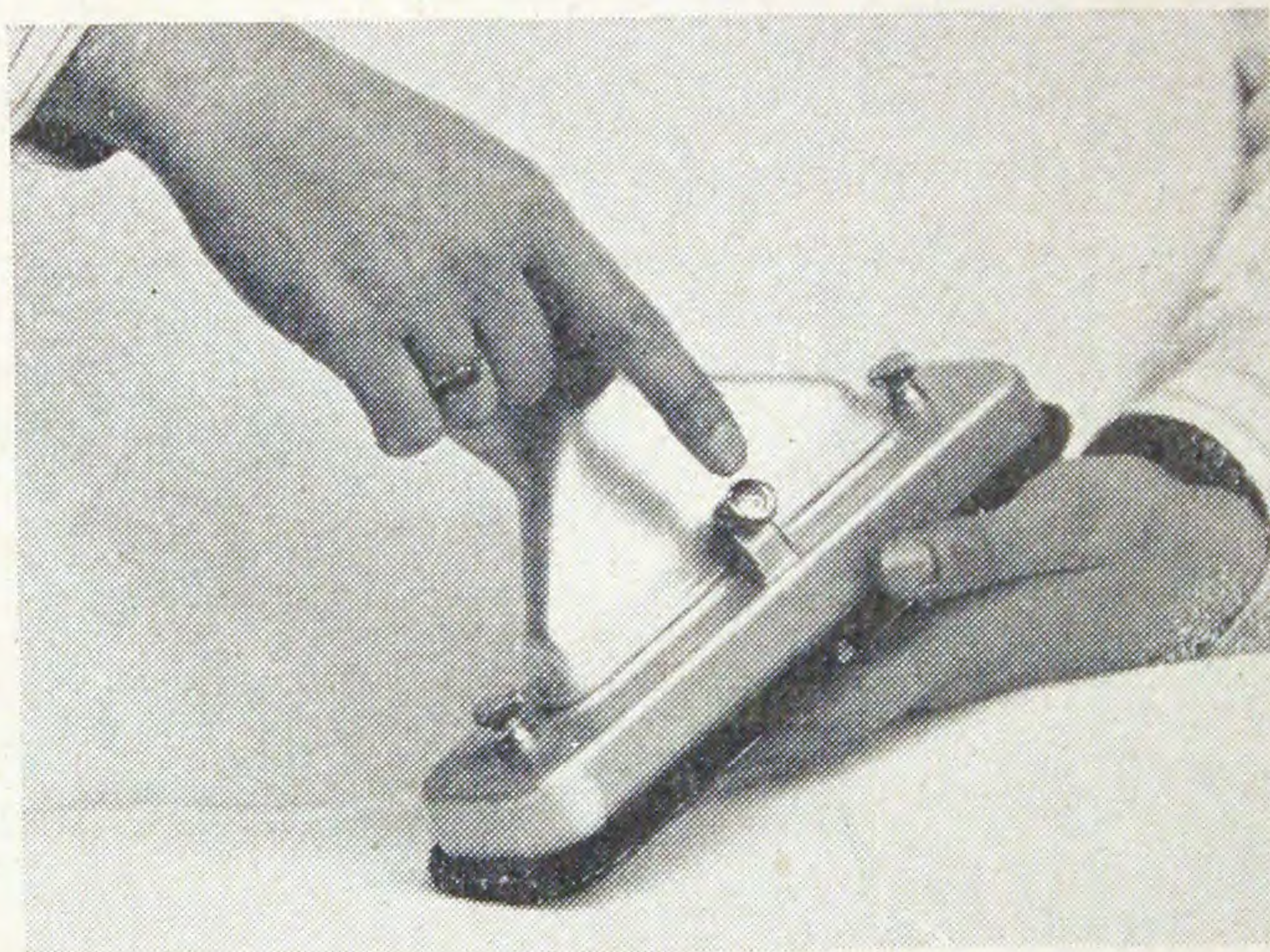


Fig. 31

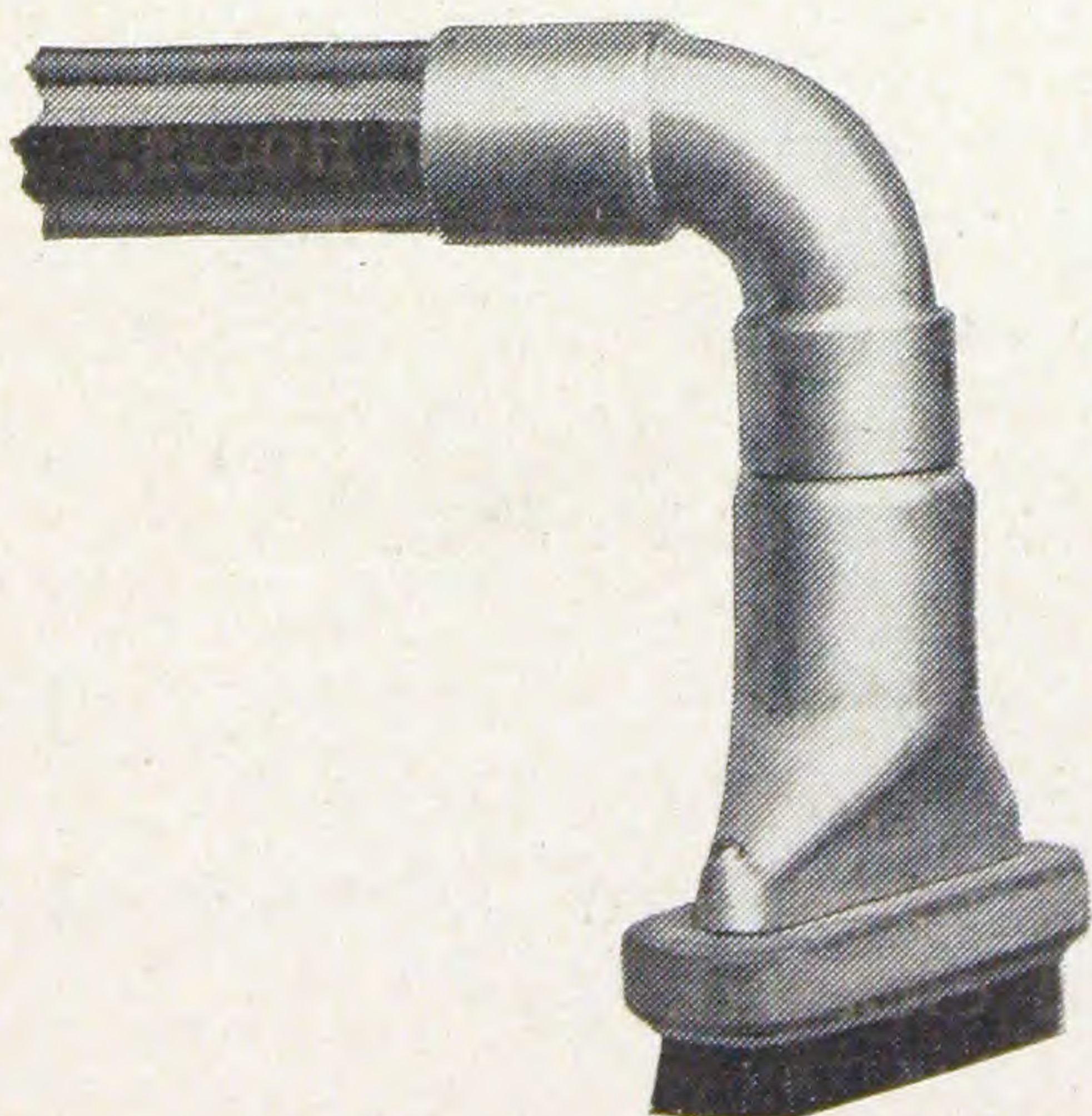


Fig. 32

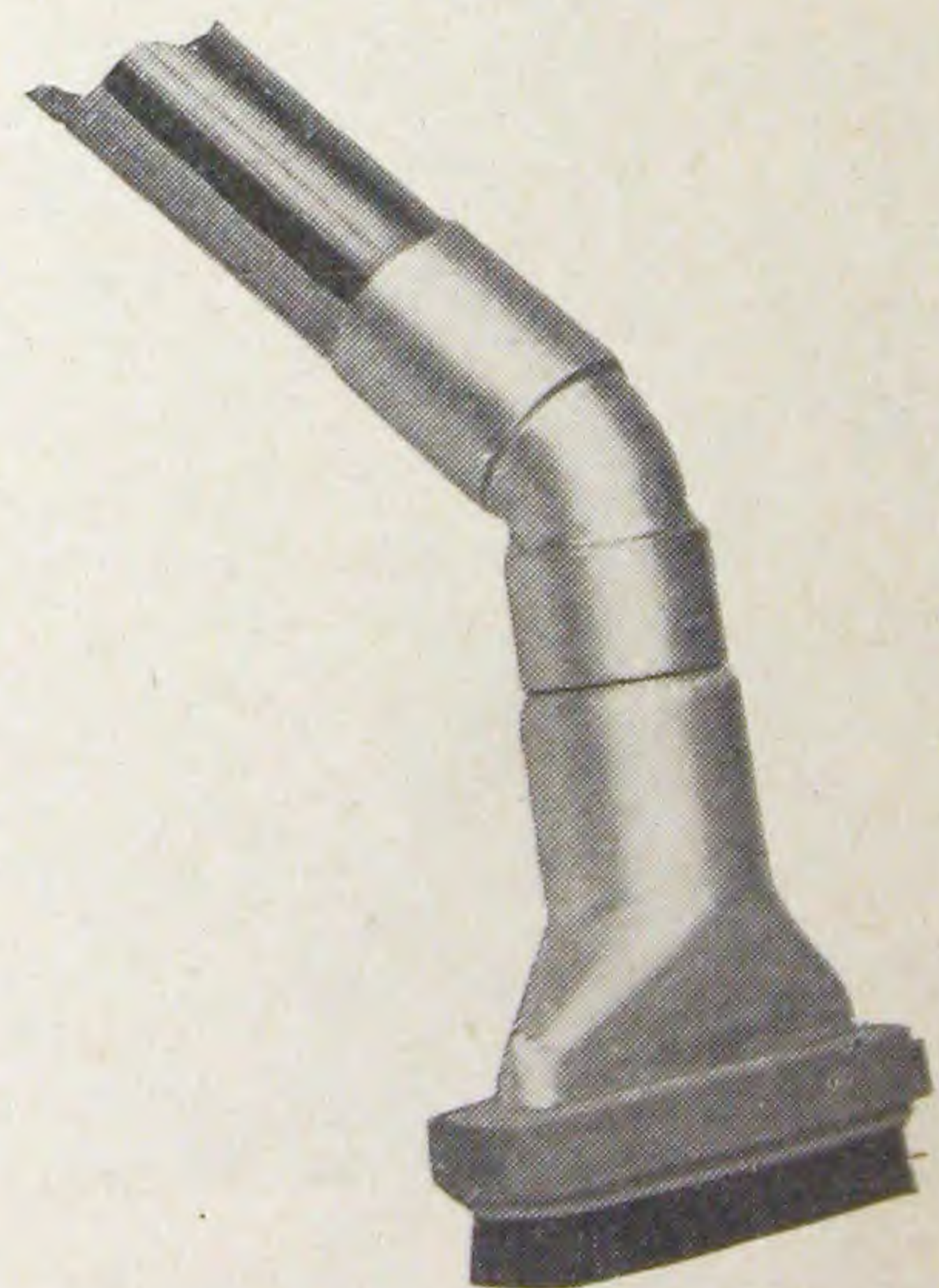


Fig. 33

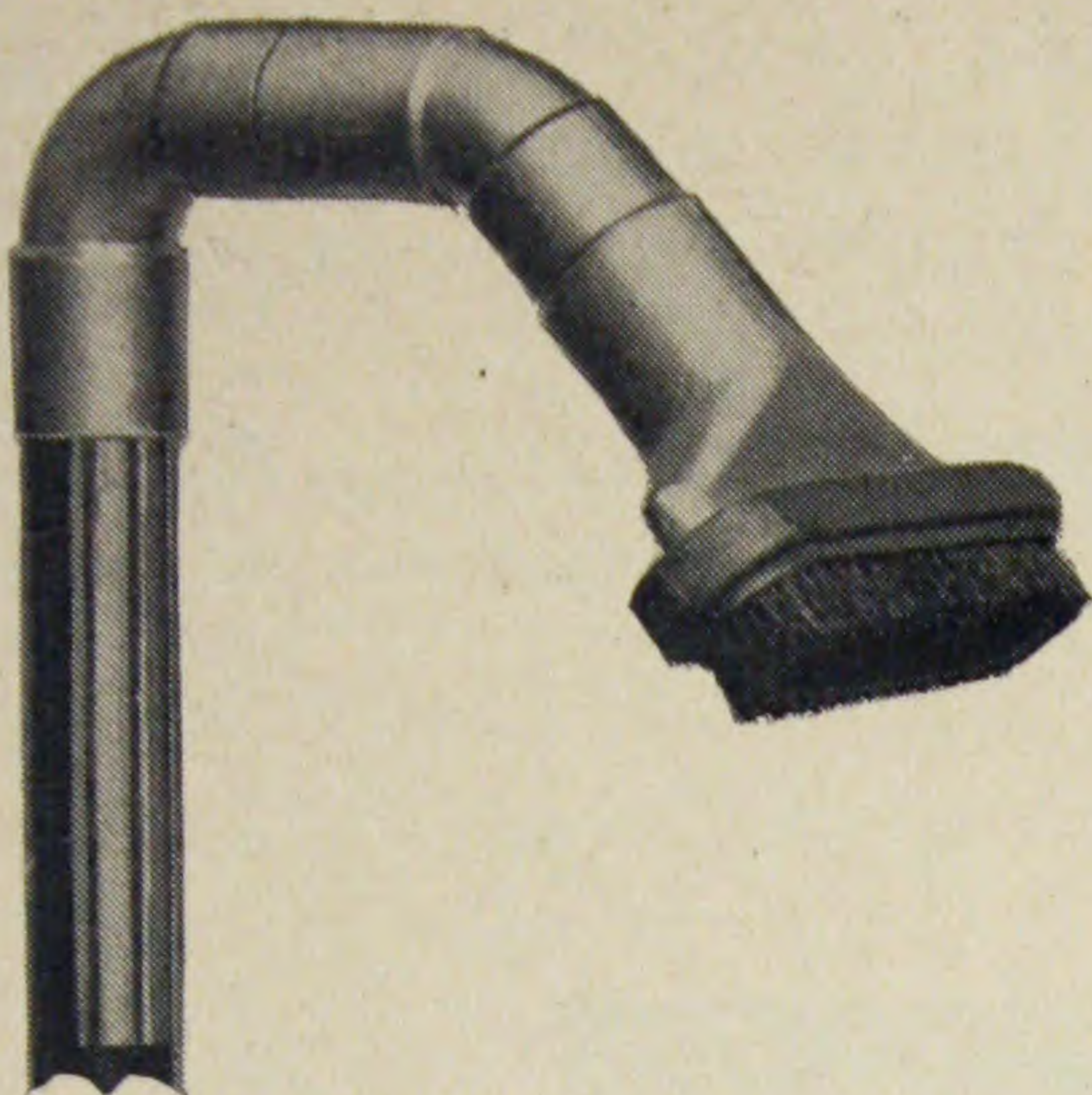


Fig. 34

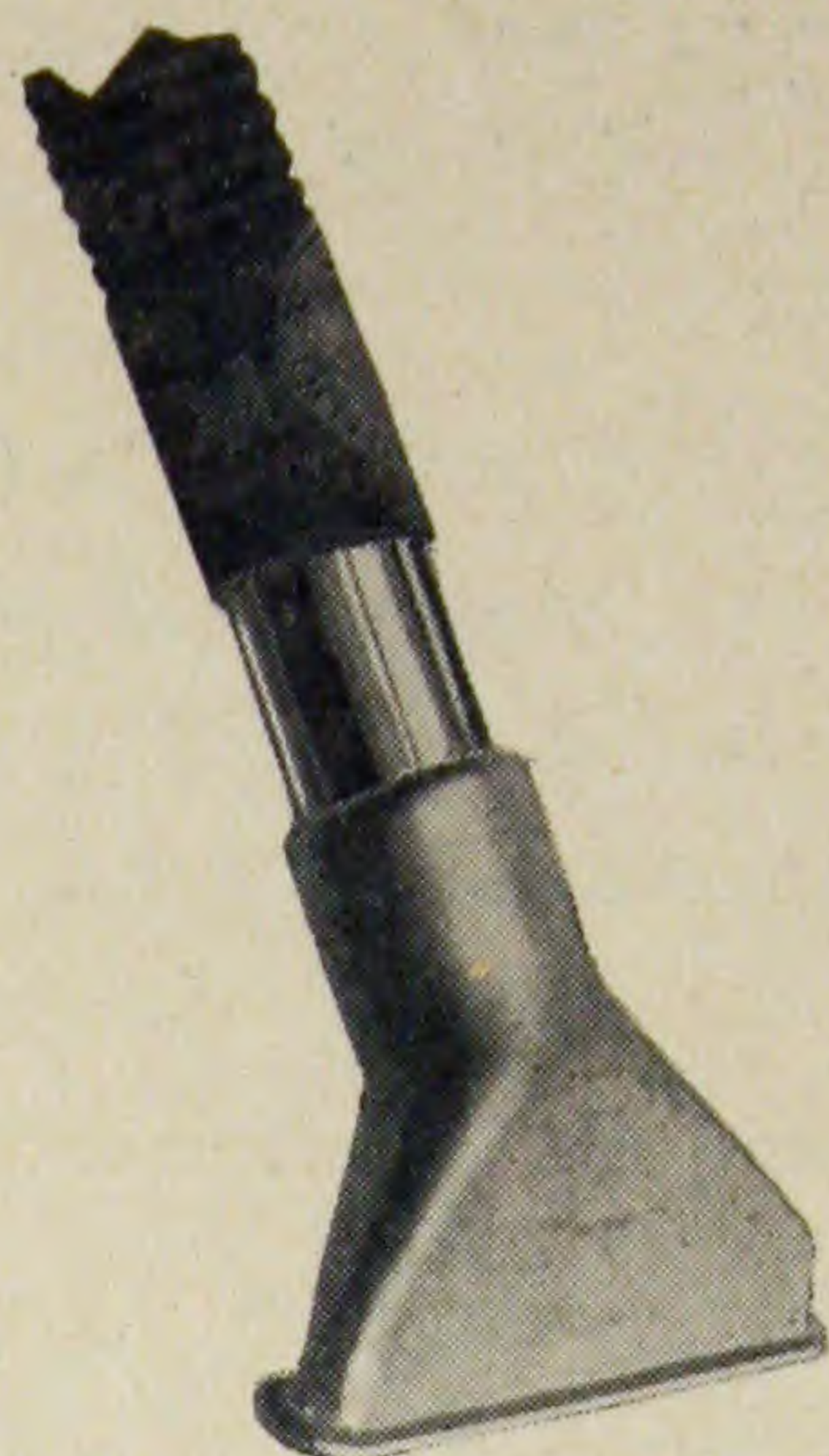


Fig. 35

To attach to No. 5 nozzle, slip lip on underside of the nozzle into recess on top of hood, as shown (Fig. 30), then tighten down thumb screw, indicated in cut (Fig. 31).

No. 10-11 Elbows By using either one or both of the elbows furnished the attachments can be adjusted to any desired angle.

The cuts (Fig. 32, 33, 34) illustrate the use of elbows with No. 4 nozzle.

How to Connect Attachments Attachments may be used on end of hose or with either one or two sections of the tube.

The cuts (Fig. 35, 36, 37) show the No. 5 nozzle attached to end of hose, to one section of the metal tube and to both sections of the tube.

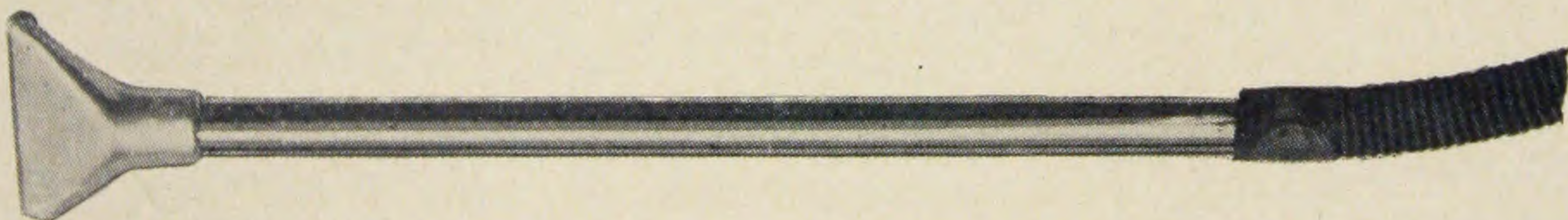


Fig. 36

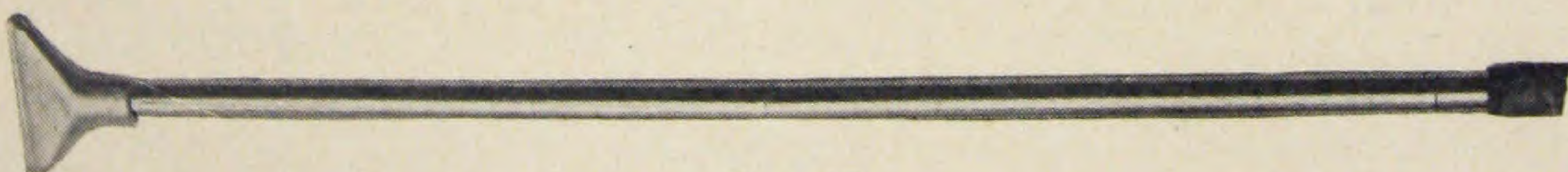


Fig. 37

No. 16 For convenience in keeping attachments together and
Carrying for keeping them in good condition, a carrying case is
Case supplied with each No. 3 machine only, which will hold
all attachments (Fig. 38).

You will find the assortment of tools or attachments furnished with the HOOVER to be such that you can do any cleaning which can be done with any Vacuum Cleaner.

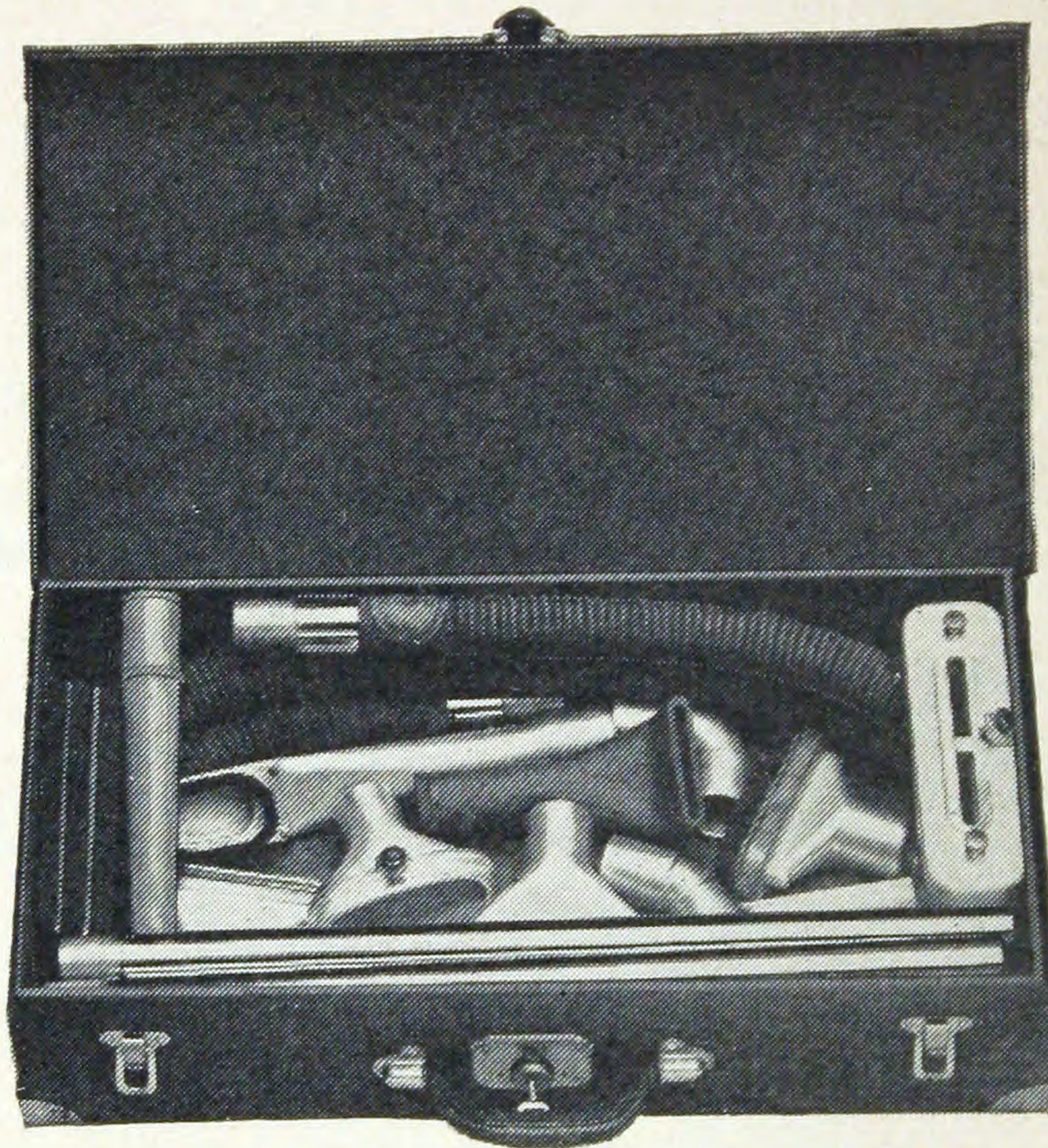


Fig. 38

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